Lockdown Policy

Diagram

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**The team at Club Edge will ensure that the children, visitors, volunteers, staff get to safety and shelter fast! Staff members will follow the CLOSE method:**

**C- Close all windows and doors and close curtains/blinds if possible. Turn off fans or mobile air conditioning units (this will reduce noise and the risk of exposure to any chemical/biological attack)**

**L- Lock up the areas (staff will need to liaise, all staff’s responsibility). Ensure registers, first aid box/medication, phones (ensure silent communication and lines that cannot be intercepted), food, water is accessible.**

**O- Out of sight and minimise movement (under tables, lie on the floor- hide in either hall or Club Edge Room). A register will be taken**

**S- Stay Silent and avoid drawing attention (children to stay under tables or lie on floor, be quiet, no noise)**

**E- Endure. Be aware that you maybe in Lockdown for some time.**

**Call the Police immediately.**

**No one must leave the area until short sharp whistles are blown which indicates that a normal situation is resumed. State what you will do, i.e. say a code word or ring a bell. Just make sure it is different to what you normally would use in your sessions.**

**Upon hearing the phrase ‘LOCK DOWN’, this will signal a Lockdown Procedure will take immediate effect and we will do the following: CALL THE POLICE and follow the CLOSE method.**

**The Manager will notify parents that the Lockdown Procedure has been implemented and explain what the next steps are.**

**Renewal Date 14.10.25 R Shuttleworth**