



CAST Angling Project – Emergency Lockdown Policy and Procedures

Reviewed on 20th August 2025

To be reviewed on 19th August 2026

Contents

- Policy Statement
- Partial Lockdown
- Alert to Staff
- A State of Readiness
- Full Lockdown
- Alert to Staff
- Parental Guidance
- Emergency Services

Policy Statement

CAST Angling Projects is committed to providing a caring, supportive and safe environment for all our pupils and staff team. This includes ensuring the project is prepared for and can deal with unexpected circumstances. This policy outlines the CAST response to both Covid 19 related lockdown or other circumstances which require the project to temporarily lockdown.

Partial Lockdown

This may be as a result of a reported incident to CAST, an occurrence that is happening within CAST premises, offsite visits or a civil disturbance in the local community with the potential to pose a risk to staff and students. It may also be as a result of a warning being received from a recognised emergency service regarding the risk of air pollution, infection etc.

Alert to Staff

‘Partial Lockdown’ is an agreed code word that all members of staff recognise and understand to begin the procedure. All staff at all times must be alerted using mobile phone calls to Office base, Tutors and Assistants.

Immediate action:

- All outside activity to cease with immediate effect, students and staff to return to the base, or minibus if off site, in a swift and safe manner.
- All staff and students remain inside the building and all external doors and windows are to be locked until further notice.
- A register will be taken of the students and staff.



CAST Angling Project
Cornerstone House, Tilford Road,
Newstead Village, Nottingham NG15 0BU



- All students to be returned home by minibus if off site and if it is safe to do so. If not all staff and students to remain in the minibus until further advice is given.
- At the discretion of the responsible person (the manager or deputy), free movement within the building may be permitted dependent upon the known information or continued reporting of the incident / circumstances.

Each situation is unique and presents differing on-going challenges. Once the children, staff and volunteers are accounted for, the responsible person will conduct an on-going dynamic risk assessment basing their decision making primarily on advice received from Management or the Emergency Services. All staff will be updated when applicable, and a written evidence log **must** be maintained throughout by management and group leaders should it be required at a later stage.

A State of Readiness

'Partial Lockdown' is a precautionary measure and should be recognised that it places the project in a state of readiness (whilst retaining a degree of normality), should the situation be further reported to have escalated. During the Partial Lockdown procedure, staff will maintain agreed open lines of communication and must not make unnecessary calls until further notice as this may delay the information sharing process to and from the responsible person.

In the event of an Air Pollution Incident being reported, all air vents should be closed / covered (where possible within the premises. If this is not possible, the children / staff should be relocated from the room initially and a further decision is to be made by the responsible person regarding the appropriate room to relocate to and remain. Off-site students and staff must exit the site immediately.

The responsible person will remain in contact with the appropriate Emergency Services team(s) and will make future dynamic risk assessment decisions with the assistance and advice of management and professional bodies regarding the prevailing threat. An evidence log should be completed by management and group leaders should it be required at a later stage.

Full Lockdown

This signifies an immediate threat to the CAST Staff and students and may be an escalation of a partial lockdown or a spontaneous incident / event or occurrence in or near to the premises.



Alert to staff

'Full Lockdown' is an agreed code word that all members of staff recognise and understand to begin the procedure. All staff at all times must be alerted using mobile phone calls to Office base, Tutors and Assistants.

Immediate action:

- All students/staff, volunteers etc. are to assemble in a safe room.
- All external doors are to be locked immediately.
- All windows are to be locked, and blinds drawn, (if applicable). Students encouraged to remain quiet and remain out of public glare, (e.g. under a desk or around a corner) until further notice.
- Off-site all students and staff to return to the mini-bus, if safe to do so, if not then all to move together to a safe location.
- Student, staff and visitor register will be taken.

Each situation is unique and presents differing on-going challenges. Once the students/staff and volunteers, etc. are accounted for the responsible person will conduct an on-going dynamic risk assessment basing their decision making on advice received from Management or the Emergency Services. All staff will be updated when applicable, and a written evidence log will be maintained by management and group leaders throughout should it be required at a later stage.

The lock down procedure will remain in force until it has been established from a member of the Emergency Services that the incident has been successfully resolved and that no further risk is posed to the welfare and safety of the students / staff etc. and a confirmation of this has been received by management.

At any time during the lockdown it may be required that the buildings must be evacuated immediately or if off-site the group must be prepared to leave. During the lockdown procedure, staff will maintain agreed open lines of communication and **must not** make unnecessary calls until further notice as this may delay the information sharing process to and from the responsible person.

Examples of using discreet communication methods should they be necessary to update the emergency services:

- Staff have access to an internal e-mail system that they can access to inform and await further instructions. In practical terms, staff would need to be familiar with accessing their account through a variety of means e.g. laptop, smartphone or tablet.
- WhatsApp. All staff have access to the CAST WhatsApp system.
- 'Parent mail,' staff may be put into a defined user group. This could then lead to communicating instructions via text message in an emergency.



Communication between staff and parents should be consistent and discrete. CAST Lockdown procedures, especially the arrangements for communicating to parents, should be routinely shared with parents / guardians either by newsletter or via the projects website. Should a lockdown occur, it is advised that developments are communicated to parents / guardians as soon as is practicable and in some cases in agreement with the emergency services.

Parental Guidance

Parents will naturally be concerned; anxious and all accurate information releases will assist to alleviate undue anxiety. Parents / guardians should be given enough information to enable them to understand the potential outcome and when possible time frames so that they:

- Are reassured that CAST/emergency services understand their concern for their child's welfare, and that everything possible is being completed to ensure their safety
- Parents/guardians must be made aware to refrain from directly calling CAST. This will tie up telephone lines that will be required to be used by the responsible person and the emergency services.
- Parents/guardians must refrain from initially attending CAST premises as this may interfere with the emergency provider's access/investigation and may put themselves and others in danger.
- Parent/guardians must wait patiently until a safe and satisfactory outcome has been achieved and agreed by all parties, where a designated safe area will be identified for the safe handing over of the students to their parents / guardians if not transported home by CAST staff.

During the initial "breaking news" of the incident it is vital that all parents are reassured regarding the welfare and safety to their children is paramount and that the matter is being dealt with by the emergency services to resolve the matter as soon as possible with little impact to the students and the wider community. However, it must also be stressed that at this time "CAST is in a full lockdown procedure".

During this period the switchboard and entrances will be un-manned, external doors will be locked and no person is allowed in or out of the premises until further notice"

Emergency Services

It is vital that the communication lines remain open to the Emergency Services at all times, they are best placed to offer advice / assistance as a situation develops. A decision may be taken to cordon off the premises partially or as a whole by the Emergency Services. This will be dependent on the severity of the incident that has led to a Lockdown procedure taking effect.



CAST Angling Project
Cornerstone House, Tilford Road,
Newstead Village, Nottingham NG15 0BU



The emergency services will support management/the responsible person in the decision-making processes and the timing of communication to parents, the press, etc.