



The Unsworth Cricket and Tennis Club Limited  
Registered Office: The Pavillion, Pole Lane, Unsworth, Bury, BL9 8QL  
Telephone: 0161 766 8794

Founder Members of the Greater Manchester Cricket League

## Lockdown Policy

### Adherence Statement

Unsworth Cricket Club adheres to the Lockdown Policy for Recreational Cricket Clubs as advised and guided by the Lancashire Cricket Foundation Safeguarding Team.

### Purpose of the Policy

This policy provides guidance for recreational cricket clubs on how to prepare for and respond to a lockdown situation.

The aim is to protect all individuals present on-site – especially children, young people, and vulnerable adults – in the event of a threat.

### Scope

This policy applies to:

- All club personnel (coaches, volunteers, officials, safeguarding officers)
- Parents and guardians
- Participants (including junior players)
- Spectators and visitors present during training sessions, matches, or events

### What is a Lockdown?

A lockdown is a procedure initiated when there is an immediate threat to the safety of those on club premises.

This may include:

- A dangerous or armed individual in the vicinity
- A nearby violent incident (e.g. police activity)
- Suspicious behaviour or intruders on-site
- Civil disturbance or terrorism
- Dangerous animals or chemical hazards

### Lockdown Procedures

Preparation

- Identify safe areas (e.g. clubhouse, secure rooms) where individuals can shelter.
  - UCC Safe Space: Clubhouse Main Function Room
- Provide annual training on lockdown protocols.
- Ensure clear signage and instructions are displayed.
- Maintain up-to-date contact information for all participants and parents.

### Triggering a Lockdown

- The Club Welfare Officer or most senior person on-site initiates the lockdown.
  - Safeguarding Officer (SGO): *Susan Earnshaw*
  - Directors: *Stephen Earnshaw, Steven Bailey, Peter Long, Katy Chivers, Ian Murphy, Sarah Murphy*.
- Call 999 immediately and describe the situation clearly.

- If the most senior person is involved in the situation, any responsible adult should make the call.

#### Steps to Follow During a Lockdown

1. Alert everyone quickly using a pre-agreed code word or loud verbal announcement:  
👉 **Code Word: “RED DRAGON”**
2. Guide all participants indoors and lock all external doors.
3. Move to designated safe areas.
4. Close windows and blinds, turn off lights, remain silent, and stay out of sight.
5. Keep mobile phones on silent; avoid making calls unless urgent.
6. Do not leave the building until emergency services give the all-clear.
7. Keep a register of who is present and check attendance regularly.

#### Communications

- Do not contact parents or guardians during the lockdown unless advised by emergency services.
- Prepare a template message in advance for informing parents/guardians after the event.

#### Roles and Responsibilities

Role	Responsibility
Club Safeguarding Officer	Lead on safeguarding; ensure lockdown training and drills are up to date.
Coaches / Volunteers	Understand the lockdown plan and assist in moving people to safety.
Club Committee	Approve, implement, and regularly review the policy.
All Members	Cooperate fully with instructions and understand basic safety measures.

#### Post-Incident Actions

- Await the all-clear from police or emergency services.
- Report the incident to the Lancashire Cricket Foundation Safeguarding Lead.
- Hold a debrief for staff and volunteers.
- Offer support and reassurance to any affected individuals.
- Review this policy and related procedures for possible improvements.

#### Review and Training

- Review this policy annually or after any major incident.
- Conduct lockdown drills at least once per season, considering safeguarding needs.

#### Safeguarding Contacts

Unsworth Cricket Club  
 Club Safeguarding Officer: *Mrs Susan Earnshaw*  
 Mobile: 07522 904762  
 Email: [susan.earnshaw@aol.com](mailto:susan.earnshaw@aol.com)

Lancashire Cricket Foundation  
 County Safeguarding Lead: *Adele Williams*  
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