



Lockdown Procedure

1. Policy Statement

Just Play Sports is committed to safeguarding and promoting the welfare of all children, staff, and visitors in our care. This Lockdown Procedure outlines the actions to be taken in the event of a serious incident that poses a risk to safety while sessions are taking place on school premises.

This procedure applies to all **Just Play Sports after-school clubs and holiday clubs**, and is designed to operate alongside the host school's own emergency and lockdown procedures.

2. Purpose

The purpose of this procedure is to:

- Protect children, staff, and visitors from harm
- Provide clear guidance to staff during a lockdown situation
- Ensure calm, consistent, and effective responses
- Meet safeguarding expectations of **Ofsted** and host schools

3. Scope

This procedure applies to:

- All Just Play Sports staff and volunteers
- All children attending Just Play Sports activities
- All sessions delivered on school premises

4. Definition of a Lockdown

A lockdown may be initiated in response to, but not limited to:

- An intruder on site
- A violent or threatening incident nearby

- A dangerous animal on site
- A serious security alert or police instruction

Lockdown instructions may be issued by:

- The host school
- Emergency services
- The Just Play Sports session leader if immediate risk is identified

5. Roles and Responsibilities

Session Leader / Lead Coach

- Take immediate control of the group
- Ensure all children are accounted for
- Follow the school's lockdown instructions
- Communicate clearly and calmly with children
- Liaise with school staff and emergency services as required

Assistant Coaches

- Support the Session Leader
- Help move and supervise children
- Reassure children and maintain calm

6. Lockdown Procedure

If a lockdown is announced or identified:

1. Secure the Area

- Immediately stop all activity
- Escort children to the **nearest safe indoor space** (e.g. sports hall, classroom, changing room)
- Close and lock doors where possible
- Close windows and blinds if safe to do so

2. Positioning

- Keep children away from doors and windows
- Sit children on the floor, out of sight if possible
- Maintain silence where instructed

3. Supervision

- Take a register to ensure all children are present
- Maintain appropriate staff-to-child ratios
- Do not allow anyone to leave the room

4. Communication

- Follow instructions from the school or emergency services
- Do not use mobile phones unless necessary
- Do not open the door unless instructed by police or senior school staff

5. Reassurance

- Speak calmly and quietly
- Reassure children without giving unnecessary detail
- Use age-appropriate language

7. If Outdoors During a Lockdown

If a lockdown occurs while outside:

- Move children immediately into the nearest safe building
- If this is not possible, move away from the threat and seek cover
- Follow the same securing and supervision steps once inside

8. Ending a Lockdown

A lockdown will only end when:

- The all-clear is given by the school or emergency services

Once lifted:

- Reassure children
- Resume activities only if safe and appropriate

- Inform parents/carers of the incident following guidance from the school

9. Post-Incident Actions

After a lockdown:

- Record the incident in the accident/incident log
- Report to the Just Play Sports Designated Safeguarding Lead (DSL)
- Cooperate with any school or external investigations
- Review procedures and staff responses

10. Training and Awareness

- All Just Play Sports staff will be made aware of this procedure during induction
- Staff will follow the host school's specific lockdown guidance where provided
- Procedures will be reviewed annually or following an incident

11. Related Policies

- Safeguarding & Child Protection Policy
- Health & Safety Policy
- Behaviour Management Policy
- Emergency Procedures Policy

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