



# Rise & Regulate

---

## **Lockdown Procedure**

Safeguarding Lead & Director: Danny Collins

Provision: Multi-venue (gyms, martial arts facilities, outdoor environments)

Language: 'Learner' used throughout

Review Cycle: Annual or following incident

## **1. Purpose**

To protect learners and staff from external or internal threats requiring secure containment.

## **2. Possible Scenarios**

- Intruder on site
- Local police incident
- Civil disturbance
- Immediate external danger

## **3. Lockdown Procedure**

- Move learners to secure indoor area
- Lock or secure doors
- Close windows and blinds where possible
- Maintain silence
- Remain calm and supervised

## **4. Roles and Responsibilities**

Danny Collins:

- Lead decision making
- Secure environment
- Maintain communication with authorities

Learners:

- Remain quiet
- Follow instructions

## **5. Communication**

- Contact emergency services if required
- Follow police guidance
- Inform school leadership

## **6. Ending Lockdown**

Lockdown only ends when:

- Police/emergency services confirm
- It is safe to resume activity

## **7. Multi-Venue Considerations**

- Identify secure areas on arrival
- Adapt to venue layout
- Maintain supervision at all times

## **8. Review**

Reviewed annually or after incident.