



# ARTCAMP UK Lockdown Policy

Date of Issue: 12.02.2025

---

## 1. Purpose

The safety of children, staff, and visitors at ARTCAMP UK is our highest priority. This **Lockdown Policy** provides clear guidelines for responding to emergencies where it is safer for individuals to remain indoors rather than evacuate the premises.

Lockdown may be required in response to:

- A **violent intruder** or unauthorised person on-site.
  - A **dangerous animal** on the premises.
  - A **terrorist or criminal incident** nearby.
  - A **gas leak, chemical hazard, or environmental risk**.
  - Any **other threat** requiring containment.
- 

## 2. Lockdown Alert Signal

- The **whistle alarm** will be used as the primary signal to alert staff to **initiate lockdown**.
  - The **whistle will be blown three times**, followed by verbal instructions if safe to do so.
  - The **Lockdown Lead** will notify emergency services (999) **immediately**.
- 

## 3. Lockdown Procedure

When the **lockdown whistle** is sounded:

### **A. Staff Actions:**

1. **Immediately lock themselves and children inside the nearest secure space** (classroom, toilet, staff room).
2. **Close and lock all doors and windows.**
3. **Turn off lights and electronic devices** to make rooms appear unoccupied.
4. **Move children away from doors and windows** and keep them as quiet as possible.
5. **Remain out of sight** (e.g., behind furniture or under desks).
6. **Do NOT open the door for anyone** unless confirmed safe by emergency services.

### **B. Children's Actions:**

- **Follow staff instructions quickly and quietly.**
  - **Remain seated or hidden** until given an all-clear.
  - **Do not attempt to leave the secure area** until staff confirm it is safe.
- 

## **4. Communication During Lockdown**

- **Emergency contact numbers** for staff will be used if possible.
  - Staff should **avoid using mobile phones** unless necessary to communicate with emergency services.
  - If safe to do so, staff should message the **Lockdown Lead** via text or WhatsApp.
- 

## **5. Ending the Lockdown**

- The **all-clear signal** will be given by **Johnny Wiltshire (Lockdown Lead)** or emergency services.
  - The signal will be: **"ALL CLEAR – LOCKDOWN OVER"** announced loudly and confirmed in person by senior staff.
  - No one is to leave their secure area **until official confirmation** has been given.
- 

## **6. Post-Lockdown Actions**

After a lockdown incident:

- A **register** will be taken to ensure all children and staff are accounted for.
- Any **injuries** or issues will be reported immediately.
- Parents and carers will be informed **as soon as it is safe** to do so.
- A **debriefing** will be conducted, and staff will review lessons learned.

---

## 7. Staff Training and Drills

- **All staff will be trained** on lockdown procedures **annually**.
- **Lockdown drills** will take place at least **once per term** to ensure everyone is prepared.
- Children will be introduced to lockdown procedures in an **age-appropriate manner** to avoid distress.

---

## 8. Responsibilities

- **Lockdown Lead: Johnny Wiltshire** – Responsible for initiating lockdown and liaising with emergency services.
- **Deputy Lockdown Lead:** (*Name to be designated*) – Supports the Lockdown Lead and communicates with staff.
- **All staff:** Responsible for following lockdown procedures and keeping children safe.

---

## 9. Emergency Contacts

- **Police & Emergency Services: 999**
- **Lockdown Lead (Johnny Wiltshire): 07944558232**
- **Designated Safeguarding Lead (DSL): Johnny Wiltshire**
- **Deputy DSL: Elaine Turner – 079880999971**

---

## 10. Policy Review

This policy will be reviewed **annually** or after any lockdown incident to ensure it remains effective and up to date.

---