

Jennings's Gym Lockdown Policy & Procedure

'Jennings's Gym is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment'

Policy Owner	Head coach
Authoriser	Club Secretary
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Jenning's Gym Lockdown Procedures

If an emergency occurring in the vicinity of a school endangers student safety, the gym may be placed under lockdown. Whenever a threat arises, centres are the focus of heightened attention for Police and local authorities. Although such measures may seem extreme, they have proven effective to make sure young people are safe. In fact, in an emergency, schools are one of the safest places for youth.

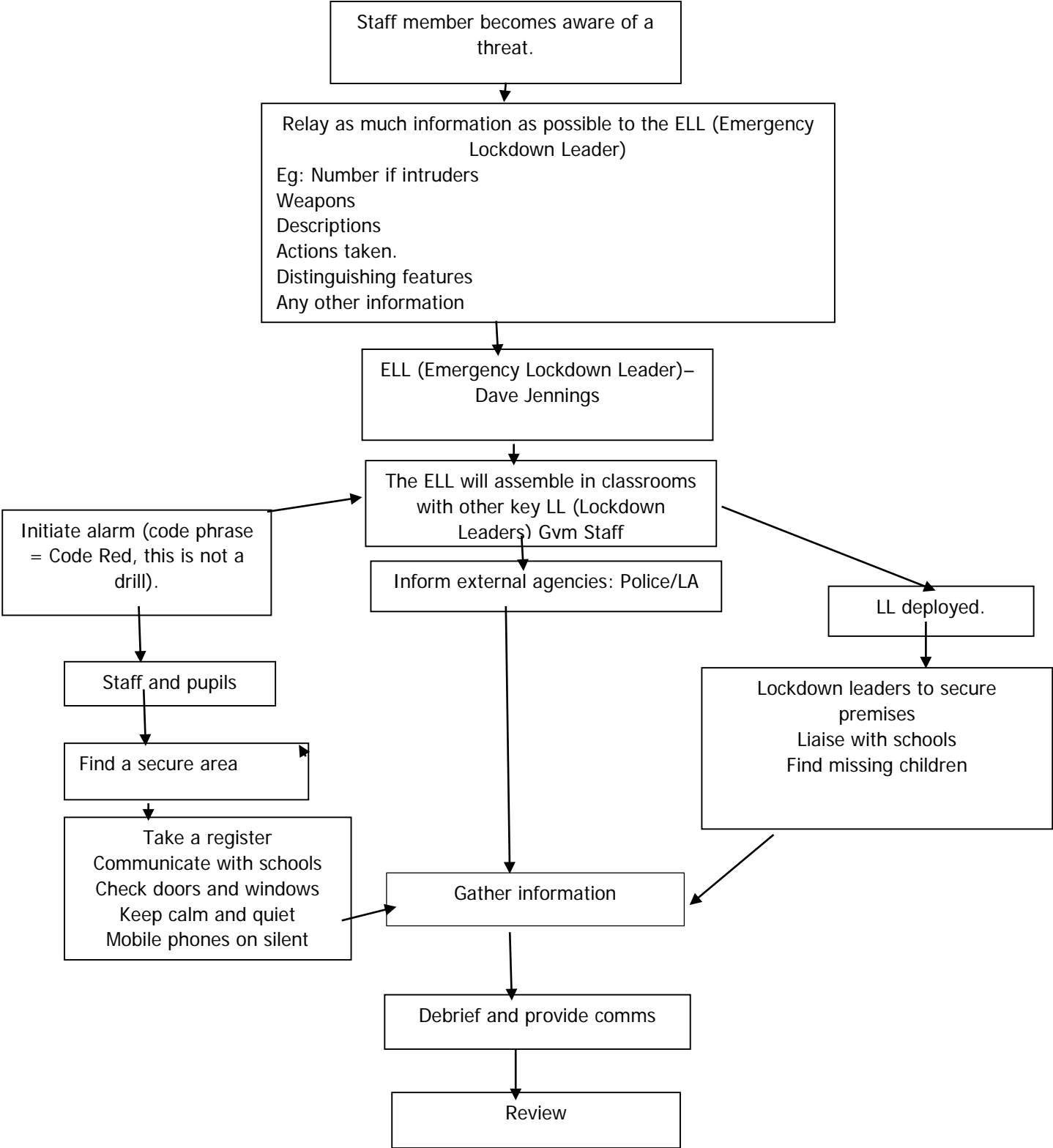
Lockdown security measures:

- All the gym doors are locked via the remote computer system and windows are locked manually.
- All students and staff remain in the gym.
- No one is permitted to leave and no one, including cares, are allowed in the school building.

During a Lockdown parents/teachers should know:

- Remain calm as the gym and local authorities manage the situation.
- If a lockdown lasts for an extended period of time, or goes beyond dismissal time, young people will not be allowed to leave until recommended by the appropriate authorities. The gym staff will attempt to notify the correct personnel by phone.
- Once the lockdown procedure has been given all clear, then the gym will resume with their day.
- The young people are reminded that during an emergency situation, cellular sites may be overwhelmed due to a high volume of calls. It is critical that text messaging and mobile phone use be kept to a minimum so that emergency services have priority to assist the students and staff on the site.

LOCKDOWN PROCEDURE



Where the school is under threat of a terrorist attack, the basic Stay Safe principles RUN, HIDE, TELL must be followed.

1. Names of Staff who will perform specific duties:

David Jennings (ELL)
Remaining Gym Team (LL)

Executive Lockdown Leader: Back up ELL: Lockdown Leaders: Back up LL:

If the ELL (Dave Jennings) isn't present, then a member of the gym team will resume responsibility.

Control Room (CTR) Location: Alternative CTR:

The main location on where the staff will initially meet will be on the gym floor in which they reside in. They will then be given the necessary instructions to commence with the lockdown procedure.

2. Circumstances that the gym will call a lockdown e.g.:

Aggressive/violent intruder
Dangerous animals
Environmental hazard
Other threat as identified by the EL

3. External agencies that will or may need to be contacted:

Police/Emergency Services tel. 999
Environment Agency tel. 0800 80 70 60
Each pupils' will be informed will be informed. They will also receive a copy of the incident report.

4. Method of communication to be used in the event of a lockdown:

The code phrase (code red, this is not a drill) will be verbally expressed to all the students/staff in the building. This will start the lockdown procedure. After this, the ELL will contact the relevant parties via the school's mobile phone. If this is inaccessible, then a direct email will be sent to the senior team leader in the school informing them of the situation and the next steps.

5. Movement plan for pupils and staff to follow if they are not in the gym:

Once the code phrase has been issued, then the students/staff are to make their way to the gym or their nearest secure building such as the main reception of the mill.

6. How will register be taken and communicated?

Once the lockdown procedure has started, the ELL will take the register, ensuring all staff and students are present and accounted for.

7. LL to check designated areas of the school:

- **Area 1** [main gym]: LL [gym staff]
- **Area 2** [kitchen]: LL [gym staff]
- **ELL will oversee all areas.**

8. Lockdown procedures will be practised at least once a year and drills recorded on file.

9. Debrief for staff/pupils to be taken by ELL as soon as possible after the incident

10. The schools will be informed of the situation immediately after the lockdown procedure has ended, during the handover from the school day and during any necessary meetings.

11. Incident report will be completed by ELL. This will be performed within 24 hours of the incident taking place and it will be issued to the appropriate parties.