

Lockdown Policy

1. Policy Statement

NBC Gymnastics is committed to ensuring the safety and welfare of all gymnasts, staff, volunteers, and visitors.

A lockdown procedure is implemented where there is a **credible and immediate threat to safety**, requiring all persons to remain inside and secure the premises.

2. Scope

This policy applies to:

- all staff and coaches
- volunteers
- gymnasts
- visitors and spectators

3. Definition of Lockdown

A lockdown is the restriction of movement within the premises in response to a serious external or internal threat.

4. Types of Lockdown

4.1 Full Lockdown (Hard Lockdown)

Used when there is an **immediate danger** (e.g. intruder, weapon threat).

Actions:

- secure all doors immediately
- hide and remain silent
- no movement unless essential

4.2 Partial Lockdown (Soft Lockdown)

Used when there is a **potential risk nearby** (e.g. police incident in the area).

Actions:

- bring all individuals inside

- lock external doors
- activities may continue with caution

5. Lockdown Triggers

A lockdown may be initiated by:

- Club Manager / Head Coach
- Welfare Officer
- Emergency Services
- Any staff member identifying an immediate threat

6. Lockdown Signal

The agreed signal is:

LOCKDOWN LOCKDOWN LOCKDOWN

All staff must act **immediately without hesitation**.

7. Roles and Responsibilities

7.1 Lockdown Lead – Most Senior Coach on duty

- Overall control of the situation
- Liaison with emergency services
- Decision to initiate or end lockdown
- Authorisation of communication

7.2 Coaches

- Take immediate control of their group
- Move gymnasts to the nearest safe area
- Conduct a headcount
- Maintain calm and silence

7.3 Welfare Officer

- Support distressed gymnasts
- Monitor safeguarding concerns
- Assist vulnerable individuals

7.4 First Aider

- Provide medical support if required
- Ensure first aid kit accessibility

7.5 All Staff

- Follow instructions immediately
- Do not take unnecessary risks
- Maintain confidentiality

8. Lockdown Procedures

8.1 On Hearing the Lockdown Signal

Staff must:

- stop all activity immediately
- instruct gymnasts to come off apparatus safely
- gather group quickly and calmly
- proceed to nearest designated safe area (Sensory room / Cheer Room)

8.2 Securing the Area

- lock doors
- barricade where possible
- close blinds/cover windows if available
- turn off lights
- silence mobile phones

8.3 Positioning

- keep everyone low and out of sight
- remain quiet
- spread out if safe to do so

8.4 If Outdoors

- move inside immediately if safe
- if not, find secure shelter and follow same principles

8.5 Use of Mobile Phones

- phones on silent (no vibrate)
- emergency calls only

- no social media communication

9. Contacting Emergency Services

As soon as it is safe:

Call **999** and provide:

- club name and address
- nature of threat
- number of people on site
- any injuries

10. Communication

10.1 Internal

- staff communicate quietly where necessary
- avoid panic

10.2 External

- only the **Lockdown Lead** communicates with:
 - parents
 - media
 - governing bodies (e.g. British Gymnastics)

11. Ending Lockdown

Lockdown will only end when:

- confirmed by emergency services, OR
- authorised by the Lockdown Lead

A clear verbal message will be given:

👉 “LOCKDOWN OVER”

12. Evacuation Following Lockdown

If required:

- follow fire evacuation procedures
- move to designated assembly point
- conduct headcount

13. Support After an Incident

The club will:

- provide emotional support
- communicate with parents/carers
- refer to external support services if needed

14. Recording and Reporting

After any lockdown:

- complete an incident report
- review actions taken
- report to relevant bodies if required

15. Training and Drills

- staff induction includes lockdown procedures
- drills conducted **at least annually**
- lessons learned documented

16. Site-Specific Planning

The club will identify:

- safe areas within the facility
- lockable rooms
- alternative shelter points
- communication methods

17. Policy Review

This policy will be reviewed annually or after any incident.

Version	Date Approved	Approved By	Next Review
1.0	10/04/2026	Louise Combella - Manager	April 2027

Signed: *Louise Combella* Senior Manager Date: 10/04/2026