

SI

ACTIVITY CAMPS

LOCKDOWN & SECURITY PROCEDURES POLICY



ASHVILLE
HARROGATE

SI

FOUNDATION

1. Policy Statement

Sporting Influence Ltd is committed to ensuring the safety and security of all children, staff, volunteers, contractors, and visitors during all activities, camps, and sessions.

This policy sets out:

- Our approach to lockdown situations.
- Our security response to threats or unauthorised persons.
- Our alignment with host school procedures.
- Our adoption of Ashville College Emergency Action Plan procedures during Activity Camps.

2. Scope

This policy applies to:

- All Sporting Influence Ltd employees
- Freelance coaches and contractors
- Volunteers
- Children attending sessions or camps
- Visitors during operating hours

This policy applies to:

- School-based delivery
- Community venues
- Sporting Influence Activity Camps
- Off-site activities where applicable

3. Overarching Principles

- Life safety is the absolute priority.
- We follow the host venue's lead at all times.
- Clear communication and calm leadership reduce risk.
- Staff must never act in a way that increases danger.
- Emergency services take operational control once on site.

SECTION A – DELIVERY IN SCHOOLS

4. Following School Procedures

When delivering sessions in schools:

- Sporting Influence staff will follow the school's lockdown, evacuation, and security procedures at all times.
- The school's Senior Leadership Team (SLT) retains overall control.
- Sporting Influence staff must comply immediately with instructions from:
 - Headteacher
 - Designated Safeguarding Lead (DSL)
 - Site Manager
 - School SLT

If a lockdown or security incident occurs:

- School staff lead the response.
- Sporting Influence staff must supervise their group and follow school direction.
- Staff must not independently override school decisions unless there is immediate danger to life.

5. Responsibilities During School Lockdown

Sporting Influence staff must:

- Immediately gather and account for all children in their care.
- Move to the nearest secure area as directed by school staff.
- Follow classroom/sports hall lockdown procedures.
- Maintain calm behaviour.
- Avoid unnecessary radio or phone use unless essential.
- Conduct head counts and report numbers to school staff if requested.

Only the school leadership or emergency services may declare the “All Clear”.

SECTION B – SPORTING INFLUENCE ACTIVITY CAMPS

(Delivered at Ashville College & Moorside Primary School)

During Activity Camps at Ashville College, Sporting Influence Ltd adopts and follows:

- The Ashville Sports Centre Emergency Action Plan (EAP) 2025–26
- The Sporting Influence Lockdown Policy (Activity Camps)

These documents operate alongside this policy and must be read together.

6. Lockdown Triggers

Lockdown may be initiated due to:

- Unknown or unauthorised person on site
- Suspicious or threatening behaviour
- Visible weapon
- Attempted abduction
- Violent incident
- Police instruction
- Any immediate threat to life or safety

As outlined in the Activity Camps Lockdown Policy

7. Immediate Lockdown Activation

If an obvious threat is observed:

The staff member must immediately radio:

“EMERGENCY LOCKDOWN, EMERGENCY LOCKDOWN, EMERGENCY LOCKDOWN – [Location] – [Brief Description]”

The Camp Lead will:

- Assess the threat.
- Call 999 immediately where appropriate.
- Decide whether to:
 - Maintain lockdown and await emergency services.
 - Monitor from a safe distance.
- Keep constant radio communication.
- Ensure head counts are conducted.

The Camp Lead must:

- Have 999 pre-dialled.
- Be accompanied by another adult where possible.
- Prioritise safety at all times.

8. Lockdown Procedures by Area

8.1 Sports Hall

- Move children away from doors and windows.
- Secure all access points.
- Maintain silence.
- Minimal radio use.

8.2 Swimming Pool

- Remove children from the water.
- Sit poolside.
- Lock pool entrance doors.
- Alert Sports Centre staff in line with the EAP.

8.3 Classrooms

- Children under desks.
- Doors locked and barricaded.
- Blinds closed.
- Lights off if safe.
- Absolute silence.

8.4 Astro turf

- Lock gates using SI padlocks.
- Move group furthest from threat.
- Evacuate to indoor safe area if breach occurs.

8.5 Netball Courts

- Lock gates.
- Move group furthest from threat.
- Approach threat only if safe and necessary to delay.

8.6 Transition Between Areas

- Enter nearest secure indoor space immediately.
- Lock and barricade if possible.
- Remain in place until "All Clear".

9. Communication Protocol

In line with both the Lockdown Policy and the Ashville EAP communication principles

- All staff must carry radios.
- Communication must be:
 - Clear
 - Concise
 - Location-specific
- Radio traffic must be minimal during lockdown.
- Only the Camp Lead or emergency services may declare:
“ALL CLEAR – ALL CLEAR – ALL CLEAR”

10. Evacuation vs Lockdown Decision-Making

The Camp Lead will determine whether:

- **Lockdown** (threat external but nearby)
- **Full evacuation** (internal immediate threat)
- **Partial evacuation** (area-specific risk)

Where applicable, procedures in the Ashville EAP (e.g., bomb threat, structural failure, disorderly behaviour, etc.) will be followed

Assembly points during evacuation follow Ashville’s designated areas as outlined in the EAP

11. Security Measures (Preventative)

Sporting Influence Ltd will ensure:

- Controlled access to activity areas.
- Registers taken at start of each session.
- Regular head counts during transitions.
- Clear staff identification.
- Visitors signed in and verified.
- Gates and doors secured where required.
- Unknown persons challenged politely and reported immediately.

No child may leave camp with an adult unless verified.

12. Post-Incident Procedures

Following any lockdown or security incident:

- Head counts must be completed.
- Welfare checks conducted.
- First Aid provided where required.
- Incident report completed within 24 hours.
- Parents/guardians informed at the earliest safe opportunity.
- Incident reported to:
 - Sporting Influence Management
 - Ashville College Safeguarding Officer (for camps)
 - Relevant School DSL (for school delivery)

A staff debrief must take place.

Mental health and wellbeing support should be offered where appropriate.

13. Roles & Responsibilities

Camp Lead

- Overall incident controller during camps.
- Liaison with emergency services.
- Decision-making authority.
- Communication lead.

School Leadership (During School Delivery)

- Overall authority.
- Declare lockdown and all-clear.
- Liaise with emergency services.

All Staff

- Supervise children.
- Follow instructions immediately.
- Maintain calm.
- Communicate essential information only.
- Conduct head counts.

Designated First Aider

- Provide medical support when safe.
- Remain ready until threat neutralised.

14. Training & Drills

- Annual lockdown training for all staff.
- Termly drills during Activity Camps.
- Induction briefing before every camp.
- Staff familiarisation with:
 - Radios
 - Exits
 - Safe rooms
 - Assembly points
 - Emergency Action Plan

15. Policy Review

This policy will be reviewed:

- Annually
- Following any lockdown incident
- Following changes to Ashville EAP
- Following updates to the Sporting Influence Lockdown Policy

Approval

Approved by: C Doey

Position: Camp Leader

Date: 27/02/2026

Review Date: 27/02/2027