



Cascade Dance

Emergency Lockdown Policy 2024 - 2025

Purpose:

The purpose of this policy is to ensure the safety and well-being of all staff, students, and visitors at Cascade Dance in the event of a local emergency. This policy outlines the procedures for an immediate lockdown and safeguarding protocols to minimise risk and ensure response to potential threats.

This policy applies to all staff, students, parents, visitors, and anyone present in the dance studio at the time of a lockdown emergency. It is crucial that all individuals understand the protocol and follow the directions given by staff.

At Cascade Dance, the safety of our students, staff, and visitors is our utmost priority. In light of recent events, we are committed to maintaining a secure environment through vigilant safeguarding practices and swift, effective lockdown procedures.

1. Key Principles of Lockdown and Safeguarding

- **Safety First:** The priority is to ensure the safety and security of everyone within the dance studio.
- **Clear Communication:** Ensure timely communication of any emergency with staff, students, and parents.
- **Swift Action:** Immediate lockdown and emergency procedures should be initiated at the first sign of potential danger.
- **Emergency Preparedness:** Conversation and training to be taken to ensure all staff and students are familiar with lockdown procedures.
- **Parental Communication:** Parents or guardians will be notified as soon as it is safe to do so.

2. Lockdown Triggers

A lockdown will be initiated if there is a credible threat to the safety of the people in the dance studio. Examples include, but are not limited to:

- Reports of violent incidents (e.g., stabbings) in the nearby area.
- Threats made against the dance studio.

- Suspicious or dangerous individuals near the premises.
- Any emergency situations, including police directives.

3. Lockdown Procedure

3.1 Immediate Actions

- **Signal:** A pre-agreed verbal or auditory signal will be communicated to indicate a lockdown. This could be an announcement or alarm. All staff should be familiar with this signal.
- **Lock Doors:** All external doors and windows should be locked immediately.
- **Secure Rooms:** Move all students and staff into secure areas (e.g., studios or back offices) away from windows and doors.
- **Lights Off:** Turn off the lights and close blinds or curtains.
- **Silence Phones:** Mobile phones must be silenced, and staff should refrain from making noise that may alert an intruder to the presence of people in the building.
- **Stay Low and Quiet:** Everyone should remain low, quiet, and away from visibility.

3.2 Communication During Lockdown

- **Internal Communication:** All communication with staff during the lockdown will be via text, silent messaging, or any non-verbal system agreed upon beforehand to maintain silence.
- **External Communication:** Contact with the authorities (police) will be made immediately upon lockdown. Staff should provide the relevant information, including the number of people inside, the threat, and location.
- **Parental Notification:** Parents will be contacted as soon as the situation is under control. A standard message will be sent to inform them of the lockdown and when it is safe to pick up their children.

4. Roles and Responsibilities

4.1 Studio Manager (if applicable)

- Initiates lockdown.
- Ensures the safety of all staff and students.
- Liaises with emergency services.
- Manages communication with parents and the media (if required).



4.2 Teaching Staff Members:

- Follow the studio manager's instructions immediately.
- Ensure students are moved to safe areas quickly.
- Keep students calm and quiet.
- Report any signs of danger to the studio manager discreetly.

4.3 Students:

- Follow staff instructions.
- Stay calm, quiet, and out of sight during the lockdown.
- Do not leave the safe area unless instructed to do so by staff or emergency personnel.

5. Evacuation and Release Procedures

5.1 Ending a Lockdown:

- The lockdown will only be lifted when it is deemed safe by the police or relevant emergency services.
- The studio manager will communicate the "all-clear" signal to staff and students.

5.2 Controlled Evacuation:

- If evacuation is required (e.g., fire or immediate danger), staff will escort students to the nearest safe exit and gather at a pre-determined safe meeting point.
- A roll call will be conducted to ensure all individuals are accounted for.

5.3 Reunification with Parents/Guardians:

- Parents will be notified of the safe pickup point via the emergency contact system.
- Children will only be released to parents or authorized guardians after identification and confirmation have been verified.

6. Safeguarding During and After Lockdown

- **Emotional Support:** After a lockdown, students and staff may feel distressed. To encourage them to seek support.

- **Debriefing:** Staff will meet for a debriefing session to discuss the incident, address any concerns, and review procedures for future improvements.

9. Parental Involvement and Consent

- Parents will be provided with a copy of this policy and should sign a consent form acknowledging that they understand the lockdown procedures.
- Emergency contact information must be up-to-date to ensure swift communication.

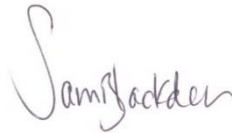
Policy Review and Amendments

This policy will be reviewed annually and is subject to change as necessary. All students and parents will be notified of any amendments in advance.

Signed:

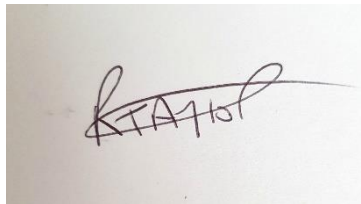
Samantha Blackden, Artistic Director

5th September 2024

A handwritten signature in blue ink that reads "Samantha Blackden". The signature is written in a cursive style with a large initial 'S'.

Ricia Taylor, Artistic Director

5th September 2024

A handwritten signature in blue ink that reads "R. Taylor". The signature is written in a cursive style with a large initial 'R'.