

Emergency and Lockdown Procedure

Pocket Money Adventures CIC | Version 1.1

Effective: 2 October 2026 | Review: 2 October 2027 or sooner on relevant change

Policy owner: Nathan Waldron, Director | Signatories: Nathan Waldron and Bernadette Houlton | Approved policy issue

Adopted by Pocket Money Adventures CIC on 2 October 2026.

Signed electronically: Nathan Waldron, Director and Designated Safeguarding Lead.

Signed electronically: Bernadette Houlton, Director and Deputy Designated Safeguarding Lead.

Typed electronic signatures in the established policy format.

Current operating requirements

Maximum planned session headcount: 50 people in both school and community settings, including every child, accompanying adult, host or school staff member, volunteer, observer and PMA facilitator. Use the lower of 50, the venue safe capacity and the assessed number supported by competent staff. This is a ceiling, not a supervision ratio or insurance confirmation. Reduce numbers, add support or split groups where necessary.

Record host emergency lead, first aid, exits, assembly point, alarm, assisted evacuation, lockdown instruction and staff responsibilities before delivery. Host-specific instructions govern the premises; resolve conflicts beforehand. Recheck on arrival and between groups; never treat level access as a complete evacuation plan.

Detailed policy and procedures

Emergency and Lockdown Procedure

incident This procedure sets out what Pocket Money Adventures CIC does in an emergency at a venue where we are delivering, including evacuation, lockdown and any incident requiring a room or building to be secured or cleared. The principle that governs this procedure We are a visiting provider. The host venue owns its building, its emergency procedures and its duty to the people in it. In every emergency, the host's instructions take precedence over this document. This procedure exists so that our people know their part, act quickly, account for who came with us, and never leave a child or an adult uncertain about what is happening.

1. Purpose and scope

This procedure applies to every session delivered by Pocket Money Adventures CIC in a school, family hub, library, community venue or any other host premises, and to everyone delivering on our behalf. It covers evacuation, where people leave the building; lockdown or invacuation, where people stay inside and the space is secured; and shelter or hold, where a session pauses in place until the host gives further instruction.

2. Before every session: the two-minute check

On arrival, before any participant enters the room, the facilitator confirms with the host contact:

- the fire exits from the room and the route to the assembly point;
- whether the venue operates a lockdown procedure, and what its alarm or signal sounds like;

- who takes charge in an emergency, and where the host's first aider is;
- how the venue accounts for visitors, and whether our attendance list is needed; and
- any accessibility need in the group that would affect evacuation, and the host's arrangement for it. Where a venue has no lockdown procedure, our facilitator follows sections 4 and 5 of this document and tells the host contact that this is what we will do.

3. Evacuation

On the venue's fire alarm or on the host's instruction to evacuate:

- stop the session immediately and leave everything behind;
- ask parents and carers to keep their own children with them, since in community sessions every child attends with their own adult;
- in a school session, the class teacher leads their class and our facilitator follows the school's procedure and does not direct pupils;
- leave by the nearest safe exit, close doors behind you, and go to the venue's assembly point;
- report to the host's responsible person that our session has left the room, and give them our attendance list if asked; and
- do not re-enter for any reason until the host says the building is clear.

4. Lockdown

Lockdown is used where the risk is inside or immediately outside the building and leaving would increase danger. On the venue's lockdown signal or the host's instruction, or where our facilitator judges there is an immediate external threat and no host instruction has been given:

- bring everyone into the room and close and lock the door if it locks, or secure it as far as the room allows;
- move people away from windows and internal glazing, sit low, and switch off or silence anything making noise;
- keep one phone on silent for communication and ask others to do the same;
- keep parents and carers with their own children, and keep the group calm with quiet activity rather than explanation of the threat;
- call 999 if the emergency services have not been called and it is safe to do so, then notify the host contact;
- account for who is in the room using the attendance list; and
- remain in place until the host or the emergency services give an all-clear in person or by an agreed signal. Do not open the door to an unverified knock.

5. Speaking to children during an emergency

Children take their cue from the adults in the room. Our facilitators use short, calm, factual sentences: what is happening now, what we are doing, and that the adults are looking after it. We do not describe the nature of a threat to children, we do not speculate, and we keep children with their own parent or carer at all times. After any incident, children are handed back to their own adult before anything else is dealt with.

6. Missing person, medical emergency and first aid

If a child is unaccounted for, the host's missing person procedure is followed immediately and the host's responsible person is told at once; our facilitator does not search the building alone. Pocket Money Adventures does not provide first aid cover. In a medical emergency, the host's first aider is called and 999 is dialled where the situation warrants it. Our facilitator stays with the group and makes a record afterwards.

7. After the incident

- The facilitator informs a director the same day, whatever the outcome.
- A written record is made within twenty-four hours: what happened, who was present, what was done, what the host instructed, and anything that did not work.
- Where a child or adult at risk was affected, the Designated Safeguarding Lead considers whether a safeguarding referral is required under the Children and Adult Safeguarding Policy.
- Parents and carers who attended are contacted where the incident affected them or their child.
- The facilitator is offered a debrief, and this is offered rather than waited for.
- The Board reviews the record and any change needed to this procedure.

8. Responsibility and review

Every facilitator is responsible for completing the two-minute check in section 2 before delivery begins. The Designated Safeguarding Lead is responsible for this procedure, for its inclusion in induction, and for reviewing it annually or sooner after any incident or change in guidance.

Issue control: current approved issue dated 2 October 2026. Earlier issues are archived. Policy approval does not complete host agreements, individual acknowledgements or venue checks.