PLAYBOX THEATRE

Studio safety and lockdown policy

Effective Date: 22nd August 2024
To be reviewed: 22nd August 2025

1. Purpose

The purpose of this policy is to ensure the safety and security of all children, staff, and visitors at all times, and in the event of an emergency requiring a lockdown. This policy applies to all staff, children, and visitors within Playbox Theatre's premises.

In order to maintain safety and security throughout the year, Playbox Theatre implements the following procedures:

- Radios in each studio and at the front desk in the foyer, to enable instant contact and communication between staff.

- Outer electric door to Playbox Theatre is set to 'exit only' at appropriate times, with doorbell access monitored by Duty Manager or other staff members.

- Each studio and office is lockable, with the exception of the main theatre. A procedure is in place for members working in the theatre to move to *Revels* dressing room in the event of an emergency, where the door can be locked.

2. Lockdown Triggers

A lockdown may be initiated in response to:

- An intruder on the premises
- A violent or threatening individual

- A dangerous situation outside Playbox Theatre (e.g., nearby police activity)
- Any other situation deemed necessary by Playbox Theatre's management

3. Lockdown Procedure

3.1. Initiation of Lockdown

- Upon identifying a potential threat, the staff member who identifies the threat must immediately notify the Duty Manager or the designated senior staff member.
- The Duty Manager (or senior staff member) will assess the situation and, if necessary, initiate a lockdown by announcing "LOCKDOWN" over the intercom and via the individual studio radios.

3.2. Actions During Lockdown

- **Studios:**
    - Staff should close and lock all doors and windows.
    - Turn off the lights and ensure that all members are kept away from doors and windows.
    - Maintain silence and keep members calm and quiet.
    - Use any available furniture to block doors if necessary.
    - Conduct a headcount and report the number of children present to the Duty Manager via text message or silent communication methods if safe to do so.
- **Public Foyer:**
    - Staff should immediately lock all external doors.
    - Move any visitors or children in the foyer to Carnival & Fiesta dressing rooms.
    - Turn off lights and silence mobile phones.
    - Staff in the foyer should secure themselves in a Studio or office, if it is not safe to remain in the foyer.

3.3. Communication During Lockdown

- Internal communication should be minimal. Use text messages or other silent methods to communicate with the Duty Manager.
- External communication (e.g., with parents or guardians) should be done only by the Duty Manager or designated people e.g. Workshop Directors.

3.4. Ending the Lockdown

- The Duty Manager or senior staff member will announce "ALL CLEAR" when it is safe to end the lockdown.
- Staff should conduct another headcount and report to the Duty Manager.
- Document the incident and review the lockdown procedure to improve future responses.

4. Post-Lockdown Procedure

- Once the lockdown is lifted, inform parents and guardians of the situation and any actions taken.
- Conduct a debriefing session with staff to discuss the incident and identify any areas for improvement.
- Provide support to any children or staff who may need it following the incident.

5. Training and Drills

- All staff will receive annual training on lockdown procedures.
- Playbox Theatre will conduct lockdown drills annually year to ensure preparedness.

6. Responsibilities

- **Duty Manager or senior staff member on site:** Overall responsibility for initiating and ending the lockdown, communicating with authorities, and overseeing the situation.
- **Staff/Directors:** Responsible for the safety of children, following lockdown procedures, and maintaining communication with the Duty Manager.

- **Visitors:** Must follow the instructions of the staff during a lockdown.

Note: This policy will be reviewed and updated regularly to reflect any changes in circumstances or best practices.