**Lockdown Policy and Procedures for Kent Street Community Church (including children)**

**Introduction**

﻿This Lockdown Policy and Procedures for the building of Kent Street Community Church (KSCC) provides steps that can be taken to prevent threats and intruders from gaining access to the church building and prevent them from moving through the building and causing distress or injury to building users. This is achieved through actions and physical measures in response to warnings of threats that are about to happen.

A threat or potential threat could be considered as someone using threatening behaviour or wielding a weapon, wanting to gain access into the church building.

We will work on the strategy of “**Run, Hide, Tell**”.  This is a simple technique used for public security in the UK has been adopted by many authorities including schools.

**1. Entry and exiting into Kent Street Community Church**

Access and exiting the church is via the main doors from Kent Street. These are glass double doors which makes it easy to see who’s at the door or coming through the doors.

There is a key fob operated roller shutter door on the outside of the glass doors. The roller shutter doors remain down when the church is closed, and up when the building is occupied by any number of persons.  Once the roller shutter is up, entry into church is gained by unlocking the glass double doors with a door key.  There are thirteen people who are key and key fob holders.

The glass double doors can be locked from the inside by anyone using the thumbturn lock located on both doors.  On the outside of the glass double doors, there is a door bell if the door is locked and entrance into church is required eg late comers to a meeting.

There are wooden double doors at the front of the main largest room (also known as the sanctuary) of the church. They are not a designated fire escape and are rarely used. They exit into a back alleyway on Kent Street/ opposite Marbury Street. These wooden double doors can not be opened from the outside. This door is secured by metal levers at the top and bottom of each doors. The levers need to be pulled down and up to open the doors. These doors open inwards into the church and there are two steps down to the road outside. There is a grab rail in place.

**All doors should remain free from obstacles so not to hinder any escape route.**

**2.  Access to the KSCC building during church events**

Church services (Sunday, funeral, wedding and other) take place in the sanctuary and the double glass doors remain unlocked for up to 1-2 hours before and after the Sunday morning and evening service, and during the service.

The Kids Church takes place at the same time as the Sunday morning service in the small hall (also known as the coffee or meeting room).

The glass double doors are to be locked at the start time of the Bible study, prayer meeting, children’s groups, youth groups and other ad hoc meetings.  Those who need to gain access after the start time can ring the doorbell.

Each service, meeting or children’s work will have a designated responsible person.

For services, Bible studies and prayer meetings, the responsible persons are the elders with leaders acting as deputies.

For the children’s groups, the responsible persons are the leaders of these groups with any members from the leadership team who are there at the time, to act as deputies.

﻿

**3. Run, Hide, Tell**

If a threat or potential threat has occurred, “Run, Hide Tell” strategy should be implemented.

Assistance should be given to those with mobility/health problems and to children.

There is one wheelchair kept at the side of the double glass doors.

**3a.  Run**

If possible, locate to a safe location.  This is generally the best option as it allows you to distance yourself from the threat. This could be exiting to outside the church via the double glass doors or double wooden doors, or somewhere within the building.

**3b.  Hide**

If running is not a feasible option, then find a secure location to hide and remain quiet. Mobile phones should either be switched off or to silent mode. Barricading yourself in a room or locking the door can provide additional protection.

If appropriate, the roller shutter door could be closed and double doors locked

**3c.  Tell**

Once safe, phone the police by calling 999 to report the incident and provide as much information as possible.

**4. Safety first**

This strategy is designed to help individuals react quickly and effectively in a crisis. The primary goal of lockdown is to ensure the safety of all building users, so instructions should be followed carefully.

**Adopted: June 2025**

**Review Date: June 2026**