

Catharsis – Lockdown Policy

For Incidents Involving a Dangerous Person or Event (The Mill, Lodge Lane, Derby DE1 3HB)

This policy outlines the procedures to be followed if there is a credible threat from a dangerous person or hazardous event within or near the building where Catharsis operates. The goal is to protect staff, clients, and visitors by ensuring a swift, safe, and coordinated response. Where Catharsis is offering a service within a school or other venue, therapists should be advised of the Lockdown arrangements in place for that building / institution.

Scope

This policy applies to all Catharsis Arts Therapy staff, therapists, trainees, clients, and visitors present in the building during a session or working hours. See also the Catharsis Health and Safety Policy Statement and H&S Risk Assessment for Visitors to The Catharsis Arts Therapy Centre, The Mill, Lodge Lane, Derby, DE1 3HB

What Triggers a Lockdown

A lockdown will be initiated when there is a credible threat such as:

- An intruder or dangerous person in or near the building.
- Reports of violence or serious disturbances nearby.
- A local police directive.
- Other events that pose an immediate threat to safety (e.g., bomb threat, civil unrest).

Action Steps During Lockdown

For Therapists / Staff:

- Secure the front entrance, if possible, without risk.
- Notify emergency services (999) with location and situation details.
- Maintain a line of communication with other tenants within the building, if feasible (Catharsis Senior Leadership team and Office Manager have access to these contacts).
- Remain calm. Communicate calmly and clearly.
- Lock all doors and windows.
- Turn off lights and close blinds or curtains.
- Instruct clients to move away from doors and windows and stay low.
- Silence mobile phones (except for essential communication).
- Do not leave the room unless it is safer to do so (e.g., immediate danger or fire).
- If in a shared space (e.g. waiting area), guide all individuals to the nearest secure room.
- Remain in lockdown until an all-clear is given by emergency services or Catharsis SLT.
- Do not open doors for anyone unless identity and safety are confirmed.
- Keep clients reassured and informed as much as possible.

Action Steps After Lockdown

- Debrief (all involved)
- Report any injuries, incidents, or concerns to the Catharsis Safeguarding lead.
- Document the incident fully.
- Participate in a review to assess response effectiveness and update procedures as needed.
- Catharsis will offer emotional support for staff or clients affected by an incident in which lockdown procedures are implemented

Special Considerations

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- Staff must familiarize themselves with all exit routes and secure rooms in the building.
- Clients with disabilities or additional needs must be supported in the lockdown plan.
- Therapists are encouraged to discuss safety protocols with clients as part of the therapeutic contract, where appropriate.

Review

Implementation / Review date	Reviewers
August 2025	Hannah Robertson
Next Review date	Keren Adler
August 2026	