



## Lockdown procedure

A lockdown procedure may need to be used in the following situations:

- Hostile intruder
- Civil unrest, for example a riot or hostile demonstration
- Chemical leak
- Radiation risk
- Attempted abduction either by an estranged parent or a stranger
- Major incident in the immediate vicinity, for example a car or plane crash
- Out of control animals, for example dogs or bees

The principles of a lockdown procedure are safe, shelter and fast. Staff should raise the alarm, get the children to a place of safety and alert the emergency services. A threat may be from outside the club or inside but the principals remain the same.

It is important to:

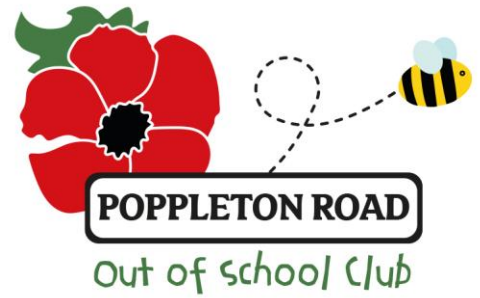
- Remain Calm
- Reassure
- Ask children to be quiet and to follow your instructions

### Outside threats

If there is a threat from outside the building, a staff member should raise the alarm by shouting the code word: **Red! Red! Red!**

All staff and children should make their way inside the club using the playground door and a member of staff should ensure that both of the external doors are locked and bolted and the windows in the toilets and kitchen are shut. This role will be undertaken by Manager or the Deputy Manager in their absence. A member of staff should also bring the first aid kit and any children's medication from the first aid cupboard onto the carpet area.

The manager or deputy manager will alert the relevant emergency services using the landline and follow their advice. The rest of the staff team should gather all of the children on the carpet area in the club, ensuring they are all sat down and are kept away from doors and windows. This means that all staff and children should keep away from the kitchen area. If it is safe to do so a member of staff will do



the register to ensure all of the children and staff are present, if it is not safe to do so a headcount should still be undertaken.

A member of staff should phone the staff in the basement and use the code word, the staff and children should then stay where they are and await further instructions.

#### Inside threat

If the threat is from inside the club a member of staff should raise the alarm by using the code word: **Red! Red! Red!**

The children should then be taken to a place of safety; this is the school building. All children should be taken to the art room across the playground, if this is not possible the children should be taken out of the front door and to the art room through the front door of the school. Once in the art room a member of staff should pull down the blinds and ensure the door is shut, the glass is covered and the door is barricaded if necessary. A member of staff should bring with them the first aid kit, children's medication, the register and the club mobile phone.

The manager or deputy manager should alert the emergency services using their own mobile phone and follow their advice. If it is safe to do so a member of staff should take the register but it is not safe to do so they should still do a headcount. A member of staff should alert the school staff to the situation.

In both situations the manager or deputy manager should stay in contact with the emergency services and wait for more information before moving. All of the parents should be contacted by text message using the club's mobile phone to let them know that there is an incident, however they should be told not to come and collect their children unless this has been authorised by the emergency services. When it is before 16:30 and there are still children who are attending clubs in school the school should be informed of the situation so that they can undertake their own procedure. The staff member should ensure that any children from Poppleton Road Out of School club who have attended these clubs are still in the school building but if they are in a place of safety they should not be told to move.



When it is safe to do so the manager or deputy manager should contact the co-chairs of the committee and the school to let them know that there has been an incident.

This policy was reviewed at a meeting of	Poppleton Road OOSC
Held in:	Nov 2023
To be reviewed in:	Nov 2024
Signed on behalf of the setting:	
Name of Signatory:	
Role of Signatory:	Manager Deputy Manager