

ABC

BREAKFAST CLUB

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XYZ

AFTER SCHOOL CLUB

OFSTED REGISTERED EY397554 / EY451889

07799 855850 www.xyz-abc.org
info@xyzafterschool.co.uk

In the case of the lock down alarm being sounded (loud air horn, NOT fire/emergency evacuation alarm), staff must endeavour to move children to nearest secure space.

Lock Down Procedure

Please be aware it is extremely unlikely that a situation will arise that requires a Lock Down procedure – usually this will be due to Police notifying school of situation, which may be related to environmental concerns, safety issues or other security threats.

Staff and children should immediately move to either Hall or Community Room as quickly as possible. Do not collect any paperwork etc. If another member of school staff indicates a closer safe space to be used – go there.

IF YOU SEE OR RECEIVE INDICATION THAT LOCKDOWN SHOULD BE IMPLEMENTED AND NO ALARM HAS BEEN SOUNDED BECAUSE SCHOOL OFFICE IS NOT STAFFED THEN DO FOLLOWING :-

If you have walkie-talkie, please alert others by issuing message 'LOCKDOWN PROCEDURE NOW'. Repeat if you have time.

Take everyone in your group to nearest safe space – if upstairs, remain in the Library area.

If possible, close all blinds & curtains.

Everyone should remain as quiet and calm as possible.

Call 999.

Do NOT use mobile phones to alert anyone to situation UNLESS calling 999

Remain in safe place until either Police or other recognised authority indicates it is safe to leave.

Adoption: Jan 2018

Review: Jan 2019

