



LOCKDOWN POLICY

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Lockdown Policy

A Lockdown will be initiated when a member of staff is concerned for the safety and welfare of the attendees, volunteers and other members of staff, such as an unknown person gaining entry into the building, or an unknown person loitering near the school grounds.

To prevent unknown people entering the building, the main gates are shut during a session. The main door is not opened by anyone other than the Session Lead or a Deputy. All visitors must make an appointment to visit the premises and when we have visits this is shared with the team at the morning meeting.

The Session Lead is responsible for informing all staff at the morning meeting whether we have a planned visitor for the day, or if there is any planned work which means contractors will be in the building.

However, if any member of staff is unsure about an unknown person in the building or outside area, they will notify the Session Lead immediately.

A lockdown will be delivered over the walkie talkies by the member of staff announcing three times "LOCKDOWN, LOCKDOWN, LOCKDOWN and the reason why". For example: LOCKDOWN, LOCKDOWN, LOCKDOWN, UNKNOWN PERSON ATTEMPTING TO CLIMB THE FIELD FENCE.

This gives all staff and volunteers an indication of where the incident is.

All walkie talkie communication will cease from this point and all walkie talkies will be switched off.

All attendees and staff will walk calmly to their closest room where the door and windows will be closed or locked and all of the lights will be switched off. All attendees will be encouraged to sit on the floor and to remain against the walls or under tables out of sight. Staff will encourage the attendees to remain calm and engage in quiet activities as much as possible.

The manager/lead will call 999 from their mobile phone to inform the police.

DO NOT OPEN THE DOORS ONCE THEY HAVE BEEN LOCKED. If the doors do not lock, put a table or something heavy against the door.

During Lock down do not use your phone or social media as that may alert people to where you are in the building and put you or others at risk.

You will know a Lockdown has ended when the emergency services show a valid ID.