



LOCK DOWN POLICY

Policy title	Lock Down 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

A lockdown will be delivered over the walkie talkies by the member of staff announcing three times "LOCKDOWN, LOCKDOWN, LOCKDOWN".

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 the Food Technology Room where the door and windows will be 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 out of sight. Staff will encourage the attendees to remain calm and engage in quiet activities.

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

DO NOT OPEN THE DOORS ONCE THEY HAVE BEEN LOCKED.

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.