

## Daisy Club out of school Club Lock down Policy and Procedure

At Daisy club we would always do the utmost to protect the children in our care and to ensure this we look at every possible incident that could happen.

The main aim of this policy is to prepare staff and children what to do in a possible lock down situation

Possible situations in which you might apply a lockdown procedure include:

- Hostile intruder
- Civil unrest (eg rioting, hostile demonstration)
- Chemical leak
- Radiation risk
- Attempted abduction (whether by an estranged parent or stranger)
- Major incident in immediate vicinity (eg car / plane crash etc)
- Out of control animals (eg dogs, bees, etc)

Whatever the nature of the threat, the principle is the same:

### **SAFE SHELTER FAST**

The basic steps will therefore always be:

1. Raise the alarm
2. Get the children to a place of safety
3. Alert the emergency services

If the intruder (or other threat) is outside:

- Sound the alarm: A member of staff will have a whistle that we blow. It is essential that the lockdown alarm is instantly recognisable so that everyone knows to act immediately.
- All children and staff will go indoors without delay going through our main entrance
- All external doors and windows to be made secure and the manager (Kerry Zammit) and deputy managers (Joanne George Vicky Gardner) will check this has been done and the mobile phone has been collected.
- Alert the emergency services.
- The children will be kept away from windows and doors and out of line of sight from outside and staff will escort the children into the school staff room where we will barricade ourselves in using the photocopiers and table and chairs. Depending on the nature of the treat we will lock ourselves into the walk in paper cupboard based in the staff room.

If the intruder is inside or likely to break in:

- We will raise the lockdown alarm as outlined above.
- Get the children to a place of safety: we will hide in the staff room barricading ourselves in using table chairs and the large photo copiers and hide in the walk in paper cupboard this would ideally be an internal room with a lockable door.
- Alert the emergency services.
- Keep the children quiet and out of line of sight

### Daisy Club Out of School Club – Lock down Policy

- Depending on the nature of the threat we could consider evacuating the children and exiting the school premises through the top gate of the playground using the key code padlock and using St John's church hall as another safe refuge.
- Possible hiding places would be in the staff room and walk in paper cupboard.
- The staff would stay in contact with the emergency services throughout the incident. We would never assume nor check that the coast is clear. We would wait to be informed by emergency services.

Staff always remains vigilant at all times and we will challenge unfamiliar visitors. We always keep doors and windows and other access points locked when not in use.