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## Lockdown Policy Statement (Intruder or fire arm alert)

It is the policy of Dainty Little Hands Ltd Out of School Club, as part of its health and safety policy, to ensure that the risk of harm is minimised by undertaking regular risk assessments, having in place suitable lock down procedure systems and to have robust procedures to maintain the safety of the children and staff in case of an Intruder Alert .

Our policy is that:

1. No life be put in jeopardy in any way whatsoever.
2. Regular lockdown procedures are regularly tested and practiced.
3. Possessions, equipment, etc are replaceable and no person’s life or an injury to a person is worth their rescue.
4. The Club Manager will undertake a risk assessment on a regular basis.

It is the responsibility of the Club Manager on Site to carry through this policy. It is the responsibility of the Support Manager(s) to ensure this procedure is carried out.

## Procedure in the Event of an Intruder

In the event of an Intruder Alert, a whistle will be blown continuously. This procedure is under review for a more substantial sounding alert system which is different from the Fire Alarm Bell.

**Lockdown Procedure**

A Lockdown will be initiated by a member of staff blowing a whistle continuously to gather all the children together to take inside the Club room/Annex Immediately. All members of Staff should blow their whistles when initially alerted, unless lockdown is already in progress.

Once inside the Club room/Annex one member staff will gather all of the children out of site away form the windows and in the middle of the room where the children will be asked to sit under the tables, while the Club Manager will ring 999 from the club mobile, switch off all lights and gather signing out forms.

* Staff will then lock all windows and doors where applicable, and barricade all doors; close window blinds, obscure door windows with paper, and place chairs and other tables around the children so that they are as out of site as possible.
* The Club Manager will take regular Head Counts.

All children and staff are to remain silent and still until the dangerous situation is over.

Once danger has passed, the Club Manager will contact parents/carers and the Support Manager(s) and Managing Director to notify them of the incident. Records will be made on the Incident Report Form and emailed to [daintylittlehands@gmail.com](mailto:daintylittlehands@gmail.com).

Ofsted and the Local Authority Early Years Department will be informed within 24 hours of the incident.



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| Signed: | \_\_\_\_\_\_Jayne Dainty\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: | \_\_\_\_\_\_\_07/07/2020\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Policy review date: | \_\_\_\_\_\_\_\_\_06/07/2021\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |