

Emergency Lockdown Policy

FACEvents recognises the potentially serious risks to children, staff and visitors in emergency or harmful situations. A lockdown may take place where there is a perceived risk of threat to the setting, its staff, children, visitors or property. Where possible, the managers will act to ensure the safety of all personnel in the setting in the following situations:

- A reported incident, disturbance in the local community
- An intruder on the site (inc. unauthorised persons attempting to abduct a child)
- A warning being received regarding a local risk of air pollution or chemical spillage.
- A major fire in the vicinity of the school
- The close proximity of a dangerous dog/animal roaming close

PASSWORD PHRASE:

Notification of Lockdown
LOCK DOWN, LOCK DOWN - on the radio

Follow the CLOSE procedure:
C lose all windows and doors
L ock up
O ut of sight and minimise movement
S tay silent and avoid drawing attention
E ndure - you may be in lockdown for some time

PROCEDURE TO BE FOLLOWED:

1. When a staff member suspects a lockdown is necessary they will raise the alarm :
LOCK DOWN, LOCK DOWN on the radio
2. Assuming the threat is outside, all children will be guided inside as quickly as possible -
all outside doors to be closed and locked where possible.

The location within the building children are taken to is dependant on the venue, see the below table for specifics:

Aldryngton	St Martins	Marlborough	Polehampton
Classroom	?	Main Hall/Studio	Main Hall

In the case it is one child at risk (unauthorised person attempting to collect) it may be necessary for that child to be taken to a separate location within the school, accompanied by a staff member.

Aldryngton	St Martins	Marlborough	Polehampton
First Aid Room	?	Staff Room	Staff Room

3. Once all children are inside, staff will close and screen windows and doors as best they can. Children should be positioned out of sight and encouraged to stay calm and silent.
4. Staff should do a headcount - if there is a child/ren missing, staff should quickly determine which child/ren these are - if the group is split, staff should use the radios to communicate, in case the missing child is with the other group; if it is confirmed there is a child missing and it is safe to do so, a staff member will look for them.
5. The closest adult should close and lock external doors if necessary and safe to do so.
6. At the earliest possible moment, a senior staff member should establish communication with the emergency services if required.
7. All should stay in the lockdown position until a senior staff member gives the all clear or the emergency services come to take over the situation.