

# The AfterSchool Club

## Lock Down Policy

### **wording for message to parents via text message:**

*Due to an incident we have been advised by the emergency services to secure the premises and stay put until we are given the 'all clear'. Please do not attempt to collect your child until it is safe to do so. We will let you know as soon as we are able when that is likely to be.*

*In the meantime we need to keep our telephone lines clear and would appreciate your cooperation in not calling unless it is absolutely vital that you speak to us.*

### **Lockdown procedures**

If an emergency happens the supervisor in charge must act quickly to assess the likelihood of immediate danger. In most cases the assumption should be that it is safer to stay put and place the setting into 'lockdown' until the emergency services arrive.

As soon as the emergency services arrives it is essential staff comply with instructions at all times.

### **Upon alert to lockdown**

Stay calm.

Ensure staff and children stay in their designated areas. Stay in the room you are working in, secure all doors and windows and await further instructions.

Close curtains and blinds where possible.

Stay away from windows and doors.

Stay low and keep calm: if possible use tables to hide behind

Tune into a local TV or radio station for more information.

Do NOT make non-essential calls on mobile phones or landlines.

Lock-down must be rehearsed and recorded termly.

If the fire alarm is activated, remain where you are and await further instructions from emergency services unless the fire is in your area. In which case, move to the next room/area, following your usual fire procedures.

### **Be alert**

Do NOT open the door once it has been secured until you are officially advised 'all clear' or are certain it is emergency services at the door. This is another element of your 'lockdown' procedure that can be practiced in an age-appropriate way with the children to avoid them becoming anxious when staff do not respond to the doorbell in the usual way.

Do NOT travel down long corridors.

Do NOT assemble in large open areas.

Do NOT call 999 again unless you have immediate concern for your safety, the safety of others, or feel you have critical information.

## Following the lockdown

Co-operate with the emergency services to help in an orderly evacuation.

Ensure you have the Register and children's details with you.

Any staff or children who have witnessed an attack or incident will need to tell the police what they saw.

The police may require other individuals to remain available for questioning.

## Managing parents

In the event of an incident it is inevitable parents will want to come to the setting and collect their children immediately.

They must be discouraged from doing so, until the emergency services give the all clear.

Even then, depending on the severity and type of incident, children may need to be checked by medical teams or questioned by the police.

It must be made absolutely clear to parents that you will be acting on the advice of the emergency services at all times.

With regard to getting information to parents during 'lockdown', you should use the existing systems you have in place for sending group messages, such as social media, text, emails. Discourage parents from ringing you directly for further updates during 'lockdown'; it will be vital your phone lines remain clear.

## Threat levels

Threat levels are designed to give a broad indication of the likelihood of a terrorist attack.

**LOW** means an attack is unlikely.

**MODERATE** means an attack is possible but not likely.

**SUBSTANTIAL** means an attack is a strong possibility.

**SEVERE** means an attack is highly likely.

**CRITICAL** means an attack is expected imminently.

Members of the public should always remain alert to the danger of terrorism and **report any suspicious activity to the police on 999 or the anti-terrorist hotline: 0800 789 321.**

For **non-emergency calls to the police, call 101.**

This policy was adopted by: The AfterSchool Club	Date: September 2017
To be reviewed: September 2018	Signed: