KNIGHTWOOD KIDS CLUB LOCKDOWN

PROCEDURE

SIGNAL FOR LOCKDOWN - short whistle blows

SIGNAL FOR ALL-CLEAR - Shout “all clear”

Upon hearing the lockdown signal, take the action below, if someone

is taken hostage on the school premises, the club should seek to evacuate the site.

INITIAL RESPONSE – LOCKDOWN TICK/SIGN/TIME

1. Sound the lockdown signal, this will be done by using the club’s whistle in short bursts.
2. 999 will be dialled from kids club mobile. Dial once for each emergency service that is required.
3. Ensure all the children are inside the school building preferably in the school hall. Children in the music room stay in that room and if a class is being used stay in that class.
4. Staff to stay with the children.
5. Lock/secure entrance points (eg doors, windows) to prevent the intruder entering the school.
6. Ensure staff take action to increase protection from attack:

* Block access points (eg move furniture to obsdtruct doorways)
* Sit on floor, under tables or against a wall
* Keep out of sight
* Children to be kept quiet and reassure
* Draw blinds

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* Stay away from windows and doors

1. Ensure that pupils, staff, parents and visitors are aware of an exit point in case the intruder does manage to gain access.
2. If possible, check for missing/injured pupils, staff, parents and visitors.
3. Remain inside until an **ALL-CLEAR** has been given, or unless told to evacuate by the emergency services.
4. The Manager, Deputy and Chairperson and Hampshire emergency Planning Officer to agree how and what is communicated to parents and staff.
5. This procedure will be reviewed by the Manager and Deputy and updated if necessary on a regular basis or after and occurrence.

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