



Lock Down

T-Club-6 recognises the importance of maintaining a safe and secure environment for all staff, students, volunteers, and children. The School is committed to ensuring that everyone understands and follows the procedures outlined in this Lockdown Policy. Clear notices detailing lockdown procedures are displayed throughout the premises, and regular training and drills are conducted to ensure vigilance and preparedness in the event of an emergency.

In the event of Lock Down

There are occasions when it is necessary to follow a lock down procedure, such as:

- Hostile Intruder
- Civil Unrest
- Chemical Leak
- Radiation Leak
- Attempted Abduction (whether by an estranged parent or stranger)
- Major Incident in immediate vicinity (e.g. car/plane crash etc)
- Out of control animals (e.g. dogs, bees, etc)

Whatever the nature of the threat, the principle is the same: **SAFE, SHELTER, FAST**

The basic steps will be:

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

Club Procedure

If a threat is identified, a continuous alarm will sound and Staff, children and visitors will follow the lock down procedure:

A member of staff will raise the alarm immediately and the emergency services will be called at the earliest possible opportunity.

All children will immediately be escorted inside the building and congregate in the Holbein Hall. No attempt will be made to collect personal belongings.

The children will be kept away from windows and doors and out of any line of sight from outside, for example on the floor or under tables (depending on the nature of the threat). The shutters on the windows will be closed if possible.

The Manager will check the entire premises and the register (Ipad) will be collected, providing that this does not put anyone at risk. On entering the building, the Manager will close all accessible doors and windows to secure the building.

The register will be taken and all children and staff accounted for. If any person is missing from the register, the emergency services will be informed immediately. If for any reason the register (IPad) is not to hand, the Manager should access the emergency contacts list on the booking system via an alternative method (i.e through a mobile phone or contact a committee member to log in). In extreme circumstances the committee will contact Magicbooking directly (for further details see the Documentation and Information policy).



If for any reason the Manager is absent at the time of an incident, the Deputy Manager or Play Leader will assume responsibility or nominate a replacement member of staff.

If the intruder is inside or likely to break in:

- The alarm will be signalled in the same way
- The children will be escorted to the classroom off the Holbein Hall, which can be locked or if unavailable barricaded in the hall.
- The emergency services will be alerted.
- The children will be kept quiet and out of the line of sight as outlined above.
- If appropriate the children will be evacuated out of the building and taken to Reigate Community Centre.