

LOCK DOWN POLICY AND PROCEDURES FOR WHIZZ KIDS PRE-SCHOOL

These Policies and Procedures have been created with advice from the National Counter Terrorism Policing Headquarters and in conjunction with Hockley Community Centre, to help restrict access to Whizz Kids Pre-School/Hockley Community Centre and to protect staff, children and visitors.

Please also see:

- Fire Safety and Emergency Evacuation
- Intruder Policy
- Prevent Duty Policy
- Safeguarding Children Policy

Whizz Kids staff have all read and understood the guidance notes issued by NaCTSO (National Counter Terrorism Security Office) and are familiar with the 'Stay Safe' principles.

Run, Hide, Tell - if it is not safe for an escape we will 'lock down'

In the event of the need to 'lock down' our premises, staff will supervise children and visitors in following these procedures:

- Room manager will inform staff to "lock down" and delegate roles to staff
- All main doors are shut and locked - staff member confirms "doors down"
- All windows are shut and locked and curtains or blinds drawn - staff member confirms "windows done"
- Toilets are checked - staff member confirms "toilets done"
- Evacuation bag, registers and phone is collected - staff member confirms "got evac bag"
- All staff, children and visitors assemble in the bar area of the community centre - safe place
- All doors to this area are locked and barricaded
- Blinds are drawn and windows are barricaded
- There is an emergency exit from this area which leads onto the field
- Staff will follow these procedures in a calm and quiet manner

- When everyone is assembled a manager will confirm with or contact the police
- A manager will inform parents of the current situation
- Everyone will stay in safe place and wait for further instructions from the police
- if it is safe to do so
- These procedures will be practised termly and adapted if necessary.

This policy and its procedures were adopted at a meeting between Mrs Sara Ward, Manager and Mrs Terina Wilkinson, Manager on 26th November 2019 and will be reviewed annually or sooner if necessary.

Signed by Mrs Sara Ward
Manager and Lead

And

Mrs Terina Wilkinson
Manager