

## Lock Down Policy and Procedures

As part of our Health and Safety policies and procedures BEL and After School Club has a Lockdown Policy.

On very rare occasions it may be necessary to seal off the setting so that it is not able to be entered from the outside. This will ensure that children, staff and visitors are safe in situations where there is a hazard in the setting grounds or the school grounds in the near vicinity.

A lockdown is implemented when there is serious security risks of the premises due to, for example, near-by chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons thought to be intent on causing harm/damage.

NaCTSO (National Counter Terrorism Security Office) **\*\*Guidance\*\***

In January 2016, NaCTSO provided the following advice to leaders of schools and other Educational Establishments for Reviewing Protective Security.

Bomb threats: Procedures for handling bomb threats

Most bomb threats are made over the phone and the overwhelming majority are hoaxes, made with the intent of causing alarm and disruption. Any hoax is a crime and, no matter how ridiculous or unconvincing, must be reported to the police.

Be alert, but not alarmed!

On receipt of a "bomb threat" - Dial 999 and police will respond. You should always consider their advice before a decision is taken to close or evacuate.

Notification of Lockdown

Staff will be notified lock down procedures are to immediately take place verbally from the manager. The internal phone system will also be used to notify the Dolphin room.

#### Procedures:

1. These signals will activate a process ensuring children are within the setting building; children in the outside play areas are brought inside as quickly as possible and all outside doors are locked where it is possible, to remain safe.
2. Initially all staff and children should remain in the room they are in and the staff will ensure all children are accounted for, the windows and doors are closed/locked and screened where possible and children are positioned away from possible sightlines from external windows/doors. Lights, Smart boards and computer monitors to be turned off.
3. Office staff and Seahorse staff and Seahorse children, may then be escorted into the Starfish Room, depending on the threat. Dolphin Staff and Dolphin children should remain in the Dolphin Room and communicate with the manager via the internal phone system.

#### NO ONE SHOULD MOVE ABOUT THE SETTING

4. Staff to support children in keeping calm and quiet.
5. Manager to communicate and liaise with the Primary School and Print Centre to co-ordinate if required.
6. Staff to remain in lockdown positions until informed by the manager/deputy.

#### Staff Roles:

1. Manager/deputy to ensure the main access door is locked and police called if necessary.
2. Dolphin room leader to ensure the Dolphin entrance is locked, garden door is locked, windows closed and pull blinds down.
3. Room leaders to lock garden doors, close room doors, close windows and pull blinds down.
4. All staff to support children with keeping calm and quiet.

#### NO-ONE CAN LEAVE THE PREMISES DURING LOCKDOWN WITHOUT THE AGREEMENT OF THE MANAGER.

#### Communication with Parents:

- If necessary parents will be notified as soon as it is practical to do so via phone.

- Depending on the type and severity of the incident, parents may be asked NOT to collect their children from the setting as it may put them and their child at risk.
- Children will not be released to parents during a lock down.
- Parents will be asked not to call the setting as this may tie up emergency lines.
- If the end of the day is extended due to the lock down, parents will be notified and will receive information about the time and place children can be collected.
- A letter to parents will be sent home as soon as possible following any serious incident to inform parents of the context of lockdown and to support parents discussing the incident with their children. .

### Lockdown drills

Lock down practices during opening hours will take place a minimum of once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and debriefed to staff so improvements can be made.

### Additional information

#### Guidance on receipt of a bomb threat

<https://www.gov.uk/government/publications/bomb-threats-guidance/procedures-for-handling-bomb-threats>

#### Bomb threat checklist

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/552301/Bomb\\_Threats\\_Form\\_5474.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/552301/Bomb_Threats_Form_5474.pdf)