

The Den After School Club Emergency Lockdown Policy

Purpose

The Den After School Club is committed to ensuring the safety and well-being of all children, staff, and visitors during an emergency requiring a lockdown. This policy outlines procedures to secure the premises and protect occupants in response to internal or external threats, such as an intruder, environmental hazard, or other critical incidents.

Scope

This policy applies to all children, staff, volunteers, Parents/Carers, and visitors at The Den After School Club during operational hours.

Policy Statements

Definition of Lockdown

- A lockdown is initiated when there is a significant threat to the safety of individuals on the premises, requiring immediate action to secure the facility and restrict movement.
- Examples include an unauthorized person on site, a nearby dangerous situation, or a direct threat to the club.

Initiation of Lockdown

- The manager on shift will initiate a lockdown upon identifying a credible threat, this may be in consultation with local authorities, other local establishments, the owner.
- The lockdown signal will be a clear, pre-established verbal announcement – “Lockdown, Lockdown, Lockdown” - via staff communication systems or in-person, avoiding alarms that may escalate panic.
- Parents/Carers will be notified via text or email as soon as it is safe to do so, with instructions to avoid the premises until further notice.

Lockdown Procedures

- **Immediate Actions by Staff:**
 - Direct all children, staff and visitors to the nearest designated safe area – this will be dependent on several factors such as location of the children, intruder, hazard etc
 - Lock all internal and external doors and windows, close blinds/curtains, and turn off lights to minimize visibility.
 - Ensure children remain calm, quiet, and out of sight, preferably seated low or away from doors/windows.
 - Take attendance to account for all children and report any discrepancies to the Club owner.
- **Children’s Responsibilities:**
 - Follow staff instructions immediately and remain silent and calm.

- Stay in designated safe areas until given the all-clear by staff.
- **Communication:**
 - Staff will use mobile phones (on silent) to communicate with the Club owner or emergency services.
 - No one will open doors or respond to knocks until the all-clear is confirmed by the Club owner or authorities.

Roles and Responsibilities

- **Manager on duty:**
 - Assess the threat and initiate the lockdown.
 - Communicate with emergency services (e.g., police) and provide updates to staff.
 - Ensure all children and staff are accounted for and safe.
- **Staff:**
 - Implement lockdown procedures in their assigned areas.
 - Maintain calm and reassure children while ensuring compliance with safety protocols.
- **Parents/Carers:**
 - Refrain from contacting the club or arriving at the premises during a lockdown to avoid interference with emergency procedures.
 - Await official communication for updates and pickup instructions.

All-Clear Procedure

- The lockdown will end only when the Club Coordinator or emergency services confirm the threat is resolved.
- The all-clear signal will be a verbal announcement (e.g., “All Clear, All Clear, All Clear”) communicated to all staff.
- Staff will resume normal activities or follow additional instructions from authorities, and Parents/Carers will be notified of next steps.

Training and Drills

- Staff will receive annual training on lockdown procedures, including scenario-based practice.
- Age-appropriate lockdown drills will be conducted at least yearly with children to familiarize them with procedures while minimising distress.
- Drills will be evaluated to identify areas for improvement.

Incident Reporting and Review

- Any lockdown incident will be documented, including details of the threat, actions taken, and outcomes.

- A post-incident review will be conducted with staff and, if necessary, external authorities to assess the response and update procedures.
- Parents/Carers will be informed of the incident's resolution and any changes to policies.

Date:17.06.25

Signed: *AGriffin*