

Lockdown Policy

In the event of an emergency our primary concern will be to ensure that both children and colleagues are kept safe. Colleagues **must always** stay with the children.

Please follow these steps in an emergency lockdown situation :-

- **Sound Alert - Activate lock-down procedures immediately and call 999**
- Direct all children and staff, to the nearest **safe place** (this may be dependent on what and where the risk is)
- Secure rooms and take action to increase protection from attack - Lock and barricade doors and windows
- Children need to be informed and demand to be silent and not talk and stay silent
- Close windows / blinds
- Mobile phones to be on silent! They can not be on loud to establish your position.
- Turn off the lights, fans or mobile air conditioning units (this will reduce noise and the risk of exposure to any chemical/biological attack)
- Hide, sit on the floor under desks, and away from windows
- Stay as silent as possible - put any mobile devices to silent (consider writing / displaying instructions on whiteboards / TV's etc as long as it can't be seen by the intruder)
- Ensure that students, staff and visitors are aware of an exit point in case the intruder does manage to gain access
- If possible, check for missing / injured students, staff and visitors and head count
- Keep doors and windows locked shut and remain inside until an all-clear has been given, or unless told to evacuate by the emergency services
- When safe to do so and the risk is low keep in touch with parents and Head Office with updates re the situation via text and email only. ALL Mobile lines to be open and available for the emergency services to communicate with you.

The care of children is paramount, it is important you comply fully with instructions from the emergency services and they will inform you of your next steps during the emergency situation.

IMPORTANT

Parents are asked to **NOT** attempt to visit the setting as this may place further risk and place an additional stretch on emergency services.

Parents are **NOT** to collect children or to be dismissed by a staff member during a **LOCKDOWN**.

Parents are to be reassured and notified of the situation (When safe and practicable via text or email and will be asked to await further instructions and be respectful of the situation. Following this they will then be informed of when to collect their child when safe to do via Progressive Sports Site lead, emergency services and outside agency support.