

## Lock Down Procedure

Please be aware it is extremely unlikely that a situation will arise that requires a Lock Down procedure – usually this will be due to Police notifying the club of a situation, which may be related to environmental concerns, safety issues or other security threats. staff must endeavour to move children to nearest secure space.

### **RUN HIDE TELL as advised by NaCTSO**

Staff and children should immediately move to either Hall depending on where the danger is, as quickly as possible. Do not collect any paperwork etc. If another member of staff indicates a closer safe space to be used – go there. Most senior staff to lead . drills to be practised without alarming children.

### IF YOU SEE OR RECEIVE INDICATION THAT LOCKDOWN SHOULD BE IMPLEMENTED

Please alert others by issuing message 'LOCKDOWN PROCEDURE NOW'. Repeat if you have time.

Take everyone in your group to nearest safe space – if upstairs, remain in the hall and lock the door if there is time. Keep children calm and quiet.

If possible, close all blinds & curtains.

Everyone should remain as quiet and calm as possible.

### **Call 999 and give accurate information**

Do NOT use mobile phones to alert anyone else.

Remain in safe place until either Police or other recognised authority indicates it is safe to leave.

Adoption: Jan 2018

Review: 2019

This policy was adopted by: Walker Children's Club	Date: 18 <sup>th</sup> January 2018
To be reviewed: annually Last drill practised August 2021	Approved by Trustees