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## Lockdown Policy Statement - Woodthorpe

It is the policy of this provider as part of its health and safety policy to ensure that the risk of harm is minimised by undertaking regular risk assessments, having in place suitable lock down procedure systems and to have robust procedures to maintain the safety of the children and staff in case of an Intruder Alert .

Our policy is that:

1. no life be put in jeopardy in any way whatsoever
2. regular lockdown procedures are regularly tested and practised
3. possessions, equipment, etc are replaceable and no person’s life or an injury to a person is worth their rescue
4. the responsible person will undertake a risk assessment on a regular basis.

It is the responsibility of the Club Manager on Site to carry through this policy.

## Procedure in the Event of an Intruder

In the event of an Intruder Alert, an Intruder Alarm will sound out sending a continuous high-pitched noise.

Or if all teaching staff have left the school, a whistle will be blown continuously by the Club Manager or Designated Lockdown Officer.

**Lockdown Procedure**

When the alarm is raised a Lockdown will be initiated by a member of Dainty Little Hands Team. If outside the Manager or Designated Lockdown Officer will gather all the children together to take inside the school immediately.

Once inside the school, one member staff will gather all of the children out of sight away from the windows and in the middle of the room where the children will be asked to sit under the tables, while the Manager or Designated Lockdown Officer will ring 999 from the club mobile, switch off all lights and gather signing out forms, or the IPAL system.

* Staff will then lock all windows and doors where applicable, and barricade all doors; close window blinds, obscure door windows with paper, and place chairs and other tables around the children so that they are as out of sight as possible.
* The Manager or Designated Lockdown Officer will take regular Head Counts.

All children and staff are to remain silent and still until the dangerous situation is over.

Once danger has passed, the Manager will contact parents/carers and the Managing Director to notify them of the incident. Records will be made on the Incident Report Form and emailed to [daintylittlehands@gmail.com](mailto:daintylittlehands@gmail.com)

Ofsted and Early Years will be informed within 24 hours of the incident.



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| Signed: | \_\_\_\_\_\_Jayne Dainty\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: | \_\_\_\_\_\_\_19/02/2024\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Policy review date: | \_\_\_\_\_\_\_\_\_12/08/2025\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |