



## Shelter in Place and Lockdown procedures

Shelter in place is when there may be a hazard outside the premises, this could be environmental such as a suspected chemical or gas leak or a road traffic accident.

### Shelter in place

All children will be escorted into the building and the register will be called to establish that all children are inside and safe. Staff will close all windows and doors and if possible ensure air-conditioning and ventilation systems are turned off. The manager or nominated deputy will phone the emergency services. Parents will be notified of the situation. All staff and children will remain inside until the all clear has been given.

### Lockdown

ASC & HC - In the event of an intruder in the grounds we will activate our Lockdown procedure. A whistle will be blown and all children and staff will assemble in the corridor between the classroom and office space, closing all connecting doors.

BC - A whistle will be blown and all children and staff will assemble in the centre of the room away from all external windows and doors; if necessary taking shelter in the disabled toilet and walk in cupboard.

The manager or nominated deputy will delegate roles to staff to include the following:

- Lock all external doors and close windows.
- Collect registers, contact lists and telephones
- Dial 999
- Block access points e.g. move furniture to obstruct doorways
- Ensure children sit on the floor in the designated area
- Keep everyone out of sight, away from windows and doors
- Ensure everyone knows how to exit the building should the intruder gain access
- Notify parents of the situation by phone
- Remain inside until the all clear has been given by the emergency services

This policy was adopted by: W.A.S.P.S. (Wheathampstead After School Play Scheme)	Date: 7 <sup>th</sup> December 2023
Signed: <i>Susie Wood</i>	Date to be reviewed: December 2024