

## LOCK DOWN POLICY

### Policy Statement


In the event on an unauthorised person or persons trying to enter the village hall without permission then we will immediately instigate our lock down procedures.

### Procedure

- The **Deputy Manager** will immediately call **999** and collect the day care records, mobile phone box and medications box to take to our 'Safe Place'
- The **Manager** and remaining members of staff will ring the emergency bell and gather all the children together into our 'Safe Place' which is the chairs and tables cupboard next to our pre-school cupboard
- All curtains in the hall will be drawn
- One member of staff will count the children in the group whilst the **Manager** quickly checks the premises for any other children
- Once we are sure that all of the children and staff members are accounted for, we will lock ourselves into the room and await police assistance.

### After the danger has passed and it is safe for us to leave our safe place we will:-

- Gather the children into the book corner whilst the **Manager** calls parents/carers to inform them what has happened
- **Ofsted and Early Years** will be informed of the incident within 24hrs of it happening.

<b><i>Date Policy Implemented</i></b>	<i>April 2015</i>
<b><i>Signed</i></b>	
<b><i>Name and Role</i></b>	<i>Alex Barter, Committee Management Chair</i>
<b><i>Date of Last Review</i></b>	<i>November 2022</i>
<b><i>Date of Next Review</i></b>	<i>November 2023</i>