



Essex After School Clubs

Critical Incident Lockdown Procedure Policy

Critical Incident / Lockdown Policy

At Essex After School Clubs we understand we need to plan for all eventualities to ensure the health, safety and welfare of all the children we care for. We have a critical incident policy in place to ensure our clubs can operate effectively in the case of a critical incident. These include:

- Flood
- Fire
- Burglary
- Abduction or threatened abduction of a child
- Bomb threat/terrorism attack
- Any other incident that may affect the care of the children in the clubs.

If any of these incidents impact on the ability of the clubs to operate, we will contact parents via *phone/*email/*text message at the earliest opportunity.

Abduction or threatened abduction of a child

We have secure safety procedures in place to ensure children are safe while in our care, including safety from abduction. Staff must be vigilant always and report any persons lingering on school property immediately. Parents are reminded on a regular basis not to allow anyone into the building whether they are known to them or not. Visitors and general security are covered in more detail in the supervision of visitor's policy. *(EYFS Requirement 3:62-Providers must take all reasonable steps to prevent unauthorised persons entering the premises and have an agreed procedure for checking the identity of visitors.)*

Children will only be released into the care of a designated adult; see the arrivals and departures policy for more details. *(EYFS Requirement 3:62-Providers must only release children into the care of individuals who have been notified to the provider by the parent, and must ensure that children do not leave the premises unsupervised.)* Parents are requested to inform the club of any potential custody battles or family concerns as soon as they arise, so that club staff are able to support the child (see separated parents policy)

If a member of staff witnesses an actual or potential abduction from the club we have the following procedures which are followed immediately:

- The police must be called immediately
- The staff member will notify management immediately and the manager will take control
- The parent(s) will be contacted
- All other children will be kept safe and secure and calmed down where necessary
- The police will be given as many details as possible including details of the child, description of the abductor, car registration number if used, time and direction of travel if seen and any family situations that may impact on this abduction.

Bomb threat/terrorism attack

If a bomb threat is received, the person taking the call will record all details given over the phone as soon as possible and raise the alarm as soon as the phone call has ended. The management will follow the fire evacuation procedure to ensure the safety of all on the premises and will provide as much detail to the emergency services as possible.

Other incidents

All incidents will be managed by the manager on duty and all staff will co-operate with any emergency services on the scene. Any other incident that requires evacuation will follow the fire plan. Other incidents e.g. no water supply will be dealt with on an individual basis considering the effect on the safety, health and welfare of the children and staff in the club.

The Club Manager or Company Director will notify Ofsted in the event of a critical incident.

Lock down procedure

Partial Lockdown

This may result from a reported incident in the local community which could pose a potential risk to pupils and staff. It could also be a warning in relation to a risk of air pollution.

- At the sound of the 2 whistles intermittent alert, all outdoor activity should stop, and children and staff should return to the building.
- All children and staff should remain in the Hall and all external doors and windows should be shut/locked.
- Movement around the school may be permitted depending on the risk.
- The club Manager will conduct an ongoing risk assessment based on advice from external agencies (a precautionary measure which retains an element of normality, even though the school / Club is in a state of readiness, should the situation warrant an escalation).
- In the event of air pollution, it may be necessary to close air vents and, in specific circumstances (on the advice from emergence services)- liaise with site manager

Full Lockdown (intruder outside or inside of building)

- Call 999
- 2 whistles intermittent ongoing as the alert signal.
- After school staff will contain all children in identified classroom and lock all doors and windows.

- **For Extra Time @ ClockhouseClub the identified classroom is: The Nursery**

- The Manager will contact staff who are outside and instruct them to keep children outside and out of sight.
- External doors and windows should be locked.
- Internal classroom doors to be locked. Children to sit out of sight as much as possible and to be kept reassured.
- A register should be taken and, where possible Essex After School Clubs Company Director Kellie Rust to be contacted and will be responsible for liaising with all parents via text or email contact.
- School / Club remains on lockdown until the emergency services confirm that it has been lifted.

Communications

These procedures should be displayed on Essex After School Clubs website.

Parent/carers should be aware that:

- The After School understands parental concern and will be doing everything possible to ensure every child's safety.
- Parents should not contact the Club phone number as by calling this may tie up important communication with the emergency services.
- Parents should not come to the school as this may compromise the safety of themselves and others.
- Parents/carers should wait for the Essex After School Clubs Director Kellie Rust to make contact via Phone / Text / email about when it is safe to collect children.

After the event has concluded, Essex After School Clubs will liaise with The Local Authority to consider implementing its critical incidents arrangements, including counselling and support for both children and staff. Essex After School Clubs will also review the handling of the incident and refine the arrangements in the light of experience.