Wild Wood Club Lockdown Procedure 2025/2026

If a lockdown takes place between 8-5pm in term time, there are likely to be other staff in school, and the school's main lockdown procedures would be in place. The **School Incident Management Team SIMT** are likely to be in charge.

If a lockdown needs to take place very early or late in the school day, or in the holidays, Anna, or the club leader in her absence, is the **Lockdown Lead (LL).**

Procedure

1. On activation or hearing the lockdown alarm (3 bells) or staff being told there is a lockdown, **all staff** will support the pupils to sit quietly and safely in a room that can be locked.
2. If there are children playing outside staff will attract their attention by doing team stop and then asking them to go into the WWC room.
3. If there are children in another place – such as the hall, the Lockdown Lead will ask another member of staff to contact the staff in the other place and tell them that they need to lock down and find a safe space with a closable door.
4. Staff and pupils in Mapledurham shall should remain there, and bolt the door.
5. Anyone in Toad Hall should go to the EYFS Unit.
6. Pupils should sit on the floor away from doors and windows if possible, and curtains should be closed.
7. Staff should reassure pupils and maintain a calm atmosphere.
8. The lead member of staff in any of the rooms should take a register and report back to the Lockdown Lead which children are with them.
9. The **LL** will record the pupils who are accounted for. Missing pupils should be identified and the **LL & another member of staff** should discuss a plan to find them.
10. Other staff should help keep pupils calm.
11. Parents are not allowed to collect pupils during a lockdown unless the **LL or SIMT** say it is safe to do so.
12. Once the reason for the lockdown activation has been assessed - and it is safe to do so then the children and staff come out of lockdown.

Note: Walkie talkies to be used for communication between different areas within the school.