



Lockdown Procedure

The safety of the children, staff, parents and carers are of paramount concern to us at Tarner Community Project.

Keeping everyone safe is a top priority for us and this procedure must be followed should we think there is a threat to anyone. (Please also refer to our Emergency Procedure & Policy)

We have developed this procedure specifically taking into consideration our premises, location and environment (public park).

It is impossible to plan for every eventuality and in a real emergency, events will happen very quickly.

We have devised this procedure so that our staff are aware in advance to avoid panic and to be better prepared.

Be alert to any inconsistent activity with the nature of our building and the park.

This threat may come in the following situations:

- Hostile intruder – look out for suspicious behavior and recognise suspicious behaviour. If you feel safe to do so, challenge the intruder politely. Don't put yourself in danger to save someone else.
- Civil unrest (e.g., rioting, fighting, hostile demonstration)
- Chemical leak
- Radiation risk
- Attempted abduction (whether by an estranged parent/carer or stranger)
- Major incident in immediate vicinity (e.g., car/plane crash)
- Out of control animals (e.g., dogs, rats and bees)
- Flooding and other severe weather conditions.

Whatever the nature of the threat the principle is the same.

ALERT SAFETY SHELTER FAST

The 3 basic steps will be as follows.

- 1) Raise the alarm and act quickly (Loud Air Horn)
- 2) Get the children to a place of safety
- 3) Alert the emergency services

If the intruder or other threat is outside.

- Sound the alarm and stay calm; All staff know the location of the air horn. This alarm sound will be recognisable to all staff and children, so everyone knows to act immediately. We will also alert any parents/carers and visitors.

Ofsted Number: EY471335.

Registered Charity Number: 1152321.

Registered Office: 6 Tilbury Place, Brighton, East Sussex, BN2 0GY

Principal Address: Tarner Park, Sussex Street, Brighton, East Sussex, BN2 9HS



- We will carry out lock down drills, so staff and children become familiar with the lockdown alarm. Any children who may have hearing /sight difficulties or are SEN will be helped on a 1:1 basis.
- Get all children and staff indoors without delay. Please be mindful of the incident and which entrance would be best to use. Consider safe exits and escape routes.
- Secure all external doors and windows – this will be the responsibility of senior workers, but all staff should be aware.
- Alert the emergency services by calling 999.
- Keep the children away from windows and doors and out of sight from outside, for example on the floor or under tables, depending on the nature of the threat.
- Close all shutters if possible.
- Carry out a headcount and check you have all the children. Please remember to check the toilets and quiet room.

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