

Lockdown Policy

In the event of an intruder on site:

- ✦ Super Star Sport staff will call the Police 999 immediately (explain you are calling from the site within your school location and tell them how many children and staff members are present).
- ✦ Lockdown the site and assemble children and staff together in a safe area and lock/barricade the doors if possible.
- ✦ Register and headcount the children and staff.
- ✦ Encourage the children to lay under tables and keep low, away from windows.
- ✦ Comfort and reassure the children.
- ✦ In case of doubt, there should be no movement and wait for the police to arrive to contain and manage the situation.

Procedure for parents

The care of your child is paramount, if we are caught up or involved in an incident, the site will comply fully with the instructions from the emergency services and constantly reassure the children in our care. Please do not attempt to come to the setting, unless asked to collect your child, as this may put you or your child at greater risk. Super Star Sport will keep you informed of actions taken when safe to do so.

If you are caught up or involved in an incident, we will continue to care for your child until you are able to return or a person from the pickup list can collect them. We will try our best to keep in contact via landline, mobile or e-mail.

Policy Responsibility and Review

We are committed to reviewing our policy and good practice annually.

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| This policy was adopted by Super Star Sport | Date: 12/04/2023 |
| To be reviewed: 12/04/2024 | Signed:  |