

Wickersley Kids Club  
LOCK DOWN POLICY

**“The safety and security of children in our care is paramount”**

Visitors Arriving at club

Before anyone is given access to the building, their identification and reason for visit must be established. If in doubt for any reason access **must** be denied and the manager/ owner immediately informed. Visitors must sign in and out of the visitors book.

Children being picked up from club

When a person arrives to pick up a child from the club ,their identification must be established, before access to the building is allowed . Each child has been given an unique identification number. If the person is not known to the staff, then they should be asked for this number and their relationship with the child. If they do not know this number, access to the building will be denied. The child’s parents must be immediately contacted. If you have any doubts, always contact the Manager/owner/parents and refuse access to the building.

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If the Children/Staff are in any perceived threat/danger from an individual, then the following action should be taken:

**All staff should be told that this is a CODE RED. This can be done on the club Walkie Talkies**  
All children playing outside should be calmly gathered into the Nursery Room. The Manager/Deputy should join them and have in their possession a mobile phone. The doors/ windows should be secured immediately and the Police informed. Children and staff should be hidden from view, and blinds and curtains closed.  
All other children should be calmly gathered into the main hall. The Manager/Deputy should join them, with a mobile phone in their possession. Doors and windows should be immediately secured and the Police informed. Children and staff should be hidden from view, and blinds and curtains closed.