



## CLASSROOM SAFETY POLICY

### Policy Statement

*The safety and security of all students and staff at Echo Theatre are our top priorities. This policy outlines the guidelines we follow to ensure everyone remains safe during their time with us. Our risk assessment identifies lockdown scenarios as low risk; however, we aim to be prepared for any eventuality to ensure maximum protection for our students.*

### Pick-ups and Drop-offs

- **Authorised to Collect:** Only people listed as emergency contacts in Class4Kids will be able to collect students, unless the class teacher has been informed of who will be collecting by an emergency contact, and what their relationship is to the student.
- **Identification:** If the person collecting a student is not recognised, we will not release the student until we have verified their identity with an emergency contact.
- **Cover Teachers:** Cover teachers may not recognise emergency contacts. Please inform the cover teacher of the person collecting the students' full name and relationship to the student at drop-off, if it differs from who dropped them off.
- **Collection Procedures:** Students must be collected from the door unless written permission is provided for those aged 11 and over.
- **Release Confirmation:** Students will be released from the building one at a time when eye contact is made with their approved emergency contact and the student confirms with a thumbs-up. Please do not encourage students to jump ahead in the queue.

To update your collection/drop off list please login to your Class4Kids account and edit their 'emergency contacts'

### Walking to/from Classes

- **Age Guidelines:** We strongly advise that students do not walk home alone until they are at least 11 years old.
- **Permission Requirement:** Written permission from a main emergency contact is required for any student walking home alone.
- **Uncertainty:** If a student expresses uncertainty about travelling home alone or does not know the way, we will ask them to stay and contact an emergency contact for pick-up.
- **Responsibility:** Our responsibility for student safety ends once they leave our supervision. We are not responsible for their safety on their way home.

To discuss walking home from class email: [shannon@echotheatre.co.uk](mailto:shannon@echotheatre.co.uk)



### Toilet Trips (Age-Dependent)

- **Little Echoes:** The class pauses, and all students go to the bathroom with the teacher waiting outside at all times. Students use the bathroom one or two at a time.
- **Juniors:** Students go to the bathroom in pairs, with a teacher or assistant monitoring their path to ensure they arrive and return safely.
- **Seniors:** Students go to the bathroom individually after notifying their teacher. At Nettleham, where the toilet is further away, Seniors go in pairs.

### Building Security

- **Access Control:** Where possible, our facilities will be set to exit-only during class times. Late arrivals will need to ring the bell (Navenby and Gainsborough) or knock (Nettleham) to be let in. The teacher will verify the individual's identity before granting entry.
- **Building Policy:** Only class members and staff are permitted in the building during class time, unless prior approval has been given, such as for a Little Echo Parent settling their child in for the first session.

### Lockdown Procedure

*We have a detailed lockdown procedure document for staff, which outlines each step to be taken in the unlikely event of a dangerous or armed individual, or a targeted or terrorist attack in or near the building during class.*

### Summary for Parents:

- Students will be moved to the most secure room available.
- Emergency services will be contacted.
- A register will be taken.
- Students will be instructed on the safest and quickest exit procedures if an intruder enters the room.
- All electrical devices will be silenced.
- Doors will be locked, windows and blinds closed, and barricades used if necessary.
- A lockdown announcement will be sent to all Echo Staff at the earliest opportunity so a staff member outside of the building can keep parents informed and manage the incident.
- Students will not be released until the situation is declared safe by a member of the emergency services.
- Parents will receive an emergency text notification when it is safe to do so.

Signed:

Dated: 2nd September 2024

Due date of next review: **2nd September 2025**