



Safeguarding children: RSB Workshops, Holiday Camps & Starlight Performing Arts

Centre Name: Reigate Community Centre

Purpose

To ensure the safety and security of all students & staff at the school, by providing clear instructions on how to respond in the event of any hostility by persons known or unknown. This policy applies to all adults and children at the premises.

Premises

- Reigate Community Centre has a full time receptionist to monitor people traffic through the centre. RSB staff have full pupil names and parents' contact numbers in case of emergencies, with high staff to pupil ratios.
- Designated Safeguarding Leader: Emma Benjamin or Jo Evans
- Children are never unattended at the premises - RSB teachers always present - locked studio doors where possible

Policy

- **Hostile Assessment**
 - Any adult who identifies a hostile person or persons, should assess the situation quickly and determine the immediate threat level without approaching the hostile person.
 - Any child who identifies a hostile person or persons should immediately let any RSB teacher or Reigate Community Centre (RCC) staff know.
- **Alert Authorities**
 - Teachers and RCC staff immediately call emergency services (police) by dialling **999**.
 - Providing the dispatcher with the following information:
 - Your name and location:
 - Description of the intruder (physical appearance, clothing, weapon type).
 - The intruder's current location and direction of movement.
 - Any actions taken or observed.
- **Initiate Lockdown Procedures**
 - **Announce Lockdown or vacate building**
 - **Secure Premises:**
 - DOWNSTAIRS & UPSTAIRS HALLS LOCKDOWN

- Instruct everyone to move away from doors and windows.
 - Turn off lights and close blinds/curtains.
 - Silence all electronic devices.
 - If possible teachers to guide everyone to the internal staircase to hide remain silent and calm
 - Remain silent and do not respond to anyone outside the door until the "all clear" is given by recognised law enforcement personnel.
- **Evacuation Procedures**
 - **DOWNSTAIRS HALL**
 - If safe to do so, follow designated evacuation routes to the nearest exit. 2 exits in main hall and bottom of stairwell to the car park
 - Assemble at the predetermined safe location away from the building:
 - Account for all students and staff; report any missing persons to authorities immediately.
 - **UPSTAIRS HALL**
 - If safe to do so, follow designated evacuation routes to the nearest exit. 2 exits - RCC main entrance door and bottom of stairwell to car park
 - Assemble at the pre-determined safe location away from the building:
 - Account for all students and staff; report any missing persons to authorities immediately.
- **Communication with Parents and Guardians**
 - Notify parents and guardians
 - Nature of the incident.
 - Actions taken to ensure the safety of students and staff.
 - Instructions on where and when to pick up their children.
- **Post-Incident Procedures**
 - **All Clear Announcement:** Once law enforcement declares the area safe, announce the "all clear" signal.
 - **Incident Review:**
 - Conduct a debriefing session with staff to review the incident and the effectiveness of the response.

By following this policy and procedure, the school aims to provide a safe environment for all and ensure a coordinated, effective response to any hostility to persons known or unknown.