



## Lock down procedure

### Definition of a lockdown

An evacuation or lockdown occurs when circumstances dictate that the safety of the children and staff is better ensured inside current buildings, with doors and windows locked and blinds/curtains drawn. Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident/ civil disturbance in the local community (with the potential to pose a risk to staff and children)
- An intruder on our site (with the potential to pose a risk to staff and children)
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc.)
- A major fire in the vicinity of our setting

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### Procedure

Management of the situation will depend on the circumstances presented

- The safety of all personnel is the primary focus in managing the situation - notifications and reporting are secondary to safety issues.
  - Remain calm - It is very important not to convey any sense of panic or danger to our children. Consider activities that will distract them such as making a den and having a picnic.
  - Move slowly
  - Obey instructions
  - DO NOT PROVOKE AN INCIDENT
1. The senior staff member on site (manager/named deputy whomever is most senior at the time) will alert other staff calmly and quietly, using the phrase "Lock Down" to initiate lock down, if appropriate to do so an orange whistle will be used to alert other staff members (if safe to do so). If appropriate, he or she will contact police on 999, making them aware of the situation and that there are children in the building. He/she will also make the committee chairperson aware of the situation, at the earliest opportunity.
  2. Staff to lock all external doors and windows and pull blinds down/draw curtains, so intruder cannot see in.
  3. If any children and adults are in the outdoors area at the alert of a lockdown, the adult will bring all children into the building via the nearest entrance.
  4. Depending on the circumstances staff will ensure children remain inside the building with locked doors and windows and blinds pulled down, in an area staff deem the safest, or children will be evacuated in a quiet and orderly manner away from the situation to a safe area defined by staff or police.
  5. All mobile phones will be turned to silent so not to give away your position, all radios are silenced also.

6. Staff and children to sit quietly out of sight and where possible in a location that would protect them from harm such as gunfire (bullets go through glass, brick, wood and metal.) Consider locations behind substantial brickwork or heavy reinforced walls).
7. Turn off all lights and computers if relevant.
8. A register should be taken and a head count completed of all staff and children at the setting.
9. Children should not be released to parents during a lockdown and staff should not leave the premises unless instructed to do so.
10. If the setting is on a shared site e.g. school, if possible, the manager/named deputy will liaise with other site users to alert them to the situation.
11. If there is police involvement, the officer in charge will evaluate the situation and notify the manager/named deputy when the site is safe and/or if any further action is needed.
12. If the lock down persists for an extended amount of time or occurs at drop-off / pick-up time, the manager/named deputy will decide how best to liaise with parents outside the building so as not to cause alarm. Ideally, the manager/named deputy will request a colleague from another Stretton preschool setting or the management team, to come on site to talk to parents.
13. All clear will be given by the manager/named deputy - children must not be moved until all clear given, unless in exceptional circumstances (ie. somebody outside the window / door) in which case find another area of safety.
14. Once it is confirmed that all children and staff are safe, the manager will need to record and report the incident directly to the committee.
15. A letter to parents should be sent home as soon as possible following any serious incident to inform parents of context of lockdown.
16. Following the need for lockdown, the setting management should create a full record of the event. Policies and procedures should be reviewed as soon as possible to identify any areas for potential development.
17. For all Ofsted registered settings, a notification of a significant incident must be made to Ofsted within 14 days (preferably as soon as possible after the incident)

This policy was adopted by

Stretton Pre-School

On

02 October 2019

Date to be reviewed

Annually

Signed on behalf of the provider

Name of signatory

Emily Greenfield

Role of signatory

Chair person