



## Lockdown Policy

### Introduction

To ensure the safety and wellbeing of the staff, volunteers and children, on rare occasions it may be necessary to restrict access to the pre-school.

The following procedure will be invoked with the aim of taking shelter within the pre-school premises. A lockdown is implemented when there are serious security risks to people and the premises due to:

- A reported incident/civil disturbance in the local community (with the potential to pose a risk to staff and children in the pre-school)
- An intruder on the school or pre-school site (with the potential to pose a risk to staff or children)
- A warning being received regarding a risk locally, or air pollution (smoke plume, gas cloud etc.)
- A major fire in the vicinity of the pre-school
- The close proximity of a dangerous dog roaming loose.

The first duty is to ensure safety for self and children.

It is essential that a lockdown situation is effected as quickly as possible. This means that any member of staff can call a Lockdown.

### The Lockdown signal is as follows:

- The Pre-school has a signal – distinct from the evacuation signal – to alert staff of the need for a lockdown. **The signal is three short blows and one long blow on a whistle.** All staff are to wear a whistle on their lanyards at all times.

### The Lockdown plan is as follows:

- The member of staff who witnesses the event will alert the group by sounding the Lockdown signal as above
- Staff will gather all children into the pre-school building as quickly and calmly as possible, checking that all children are present.
- Staff will lock all doors and windows and ensure children are kept secure and out of sight eg. under tables or in the home corner etc.
- The Pre-school Manager or Deputy Manager will call the Emergency Services and maintain communication with them.
- The Manager / Deputy Manager will contact the First School to notify them
- All window blinds are to be closed
- Block access points further if necessary eg. move furniture to obstruct doorways

- Turn off lights
- Stay away from windows and doors
- Ensure children’s medical needs are supported

Not all of these are applicable in all situations. The Manager / Deputy Manager will judge which actions should be taken.

- Remain inside until an all-clear has been given by the Manager / Deputy Manager or unless an evacuation is necessary
- If it is necessary to evacuate, the fire alarm will be sounded and normal evacuation procedures will follow
- Parents/carers will be notified as soon as it is practical by email or phone
- Children will not be released to parents during a lockdown
- A record will be made of the lockdown by the Manager or Deputy Manager.

### **Communication with Parents**

Lockdown procedures will be shared with parents. In the event of a lockdown:

- Parents will be reassured that the pre-school understands their concern for their child’s welfare and is doing all it can to ensure the safety of the children
- Parents will be told not to contact the school as this would tie up telephone lines that are needed for contacting emergency providers
- Parents will be told not to come to the pre-school as they could interfere with emergency provider’s access to the building and may even put themselves and others in danger
- Parents must wait for the pre-school to contact them about when it is safe for them to come and get their children and where this will be from
- Parents will be told “The pre-school is in a full lockdown situation. During this period the entrances and telephones will be un-manned, external doors locked and nobody allowed in or out. You may put your child in danger by contacting the pre-school either in person or by telephone.”
- A letter to parents will be sent home as soon after any incident as possible, to inform them of the contact of the lockdown and to encourage parents to reinforce with their children the importance of following procedures in these rare occasions and to reassure them.

This policy was adopted at a meeting of Trustees held on .....

and was checked and re-affirmed on .....

Signed on behalf of The Little Pennies Pre-School

..... (Chairperson)

