



1.8 Lockdown Policy

Policy statement

Our setting recognizes the potentially serious risks to children, staff and visitors in emergency or harmful situations.

A lockdown may take place where there is a perceived threat to the pre-school, its staff, children, visitors or property.

Procedures

Where possible the pre-school will act to ensure the safety of all in the following situations:

In the event that unauthorized person(s) considered dangerous are on school grounds.

In instances including domestic breakdowns where estranged parties are attempting to abduct children

In instances where personnel, students, volunteers or staff from within the setting become a threat to the well-being of others.

In emergency situations within the environs of the school where there is a potential risk from spills or poisonous fumes.

A lockdown will be initiated by sounding the fire alarm, and the call of "lock down" from the Manager or Deputy Manager. This procedure will be practiced from time to time to ensure all are familiar with it.

We will then follow the CLOSE procedure

Close all windows and doors

Lock up

Out of sight and minimize movement

Stay silent and avoid drawing any attention

Endure. Be aware that we may be in lockdown for a period of time

The following steps provide guidance for staff, students and visitors in an emergency lockdown:

1. On hearing/sounding the alarm, the Manager will call 999 for assistance
2. Staff will ensure all children are inside (except where to be inside would put them in more danger)
3. Staff will lock all doors and close any windows and blinds
4. Instruct children to sit on the floor together and to keep calm

5. Emergency bag, register and setting phone
6. Complete headcount
7. Supervise, ensuring everyone remains as calm and still as possible
8. Remain in lockdown until advised the danger has passed

In the case of potential spill or chemical fumes:

1. Staff will ensure all children are inside
2. Staff will lock all doors and close any windows.
3. Switch off any extractor fans
4. Instruct children to sit on the floor together and to keep calm
5. Emergency bag, register and setting phone
6. Complete headcount
7. Supervise, ensuring everyone remains as calm and still as possible
8. Remain in lockdown until advised the danger has passed – this will likely come from the emergency services and/or local authority.

Internal threat response

1. On hearing/sounding the alarm, the Manager will call 999 for assistance
2. Where possible, staff will ensure all children are removed from the building and taken to the Bungalow 55 Basils Road (as per our fire evacuation)
3. Remain in lockdown until advised by the emergency services and/or local authority.

At no time will staff attempt to physically remove an unwanted visitor

Staff will follow directions from the Police as required

This policy was adopted by

Clare's Little Bears

On

6th May 2020

Date to be reviewed

6th May 2021

Signed on behalf of the provider

Name of signatory

Role of signatory (e.g. chair, director or owner)

Other useful Pre-school Learning Alliance publications

- Safeguarding Children (2013)
- Safeguarding through Effective Supervision (2013)