



8.10 Lockdown Policy

Policy statement

We recognise the potentially serious risks to children, staff and visitors in emergency or harmful situations. Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of children and staff (including volunteers and visitors) in the pre-school. Our procedures aim to minimise disruption to the learning environment whilst ensuring the safety of all children and staff.

A lockdown may take place where there is a perceived risk of threat to the pre-school, our staff, children, visitors or property, including:

- An intruder on the pre-school site;
- A reported incident/civil disturbance in the local community with the potential to pose a risk to children and/or staff;
- A warning being received regarding a risk locally of 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.

Lockdown procedures will be practised from time to time so that staff are familiar with them.

Procedures

Partial lockdown

This may be as a result of a reported incident/civil disturbance in the local community with the potential to pose a risk to staff and pupils in the school. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

Alert to staff: One long whistle blow

Immediate action:

- The manager will inform all members of staff and other users of the building of the partial lockdown;
- All children and staff outdoors will be brought inside;
- Staff and children to stay in the building;
- Staff members secure all external doors and windows;
- Head count of children and register taken;
- Free movement may be permitted within the building dependent upon circumstances;

- The chair of the management committee and members of staff expected at the setting will be informed of the situation;
- If the partial lockdown persists, parents/carers of children in session will be informed as soon as possible;
- Arrangements for collecting children will depend on the situation and will be relayed to parents/carers by our staff team.

All situations are different; once all staff and children are safely inside, the manager will conduct an ongoing and dynamic risk assessment based on advice from the emergency services. This can then be communicated to staff and children. Partial lockdown is a precautionary measure but puts the pre-school in a state of readiness (whilst retaining a degree of normality) should the situation escalate. Emergency services will advise as to the best course of action in respect of the prevailing threat.

Full lockdown

This signifies an immediate threat to the pre-school and may be an escalation of a partial lockdown.

Alert to staff: Six short whistle blows

Immediate action:

- The manager will inform all members of staff and other users of the building of the full lockdown;
- The manager will call 999 for assistance;
- All children and staff will be brought inside;
- All staff and children to stay in the building;
- Staff members secure all external doors and internal doors leading to the rooms in use by the pre-school including the kitchen door, secure all windows, and draw the blinds;
- Children sit quietly out of sight in the main room, kept calm by staff members;
- Designated staff member to collect medical box, register, and mobile phone;
- Head count of children and register taken;
- The chair of the management committee and members of staff expected at the setting will be informed of the situation;
- At no time will staff attempt to physically remove an unwanted visitor;
- Parents of children in session will be informed as soon as practical.

The pre-school will remain in lockdown until the lockdown has been lifted by the manager or by the emergency services. It will not be possible to collect children from the pre-school during full lockdown.

After any emergency situation at pre-school, the pre-school manager and management committee will attempt to encourage all staff, families and volunteers that may have been affected by the emergency to get in contact with relevant support agencies.

Should evacuation of the pre-school be required, our emergency evacuation procedure will be followed as per the Fire Safety and Emergency Evacuation policy.

Version	Changes Made	Author	Date	Review Date
1.0	Baseline version	N Hanlon	16 th April 2018	October 2019