



3.1.3 - Lockdown Policy and Procedure

Written February 2018

Policy statement

- The safety of everyone in the Pre-School is given the highest priority.
- There are some occasions when it may be necessary to keep the children inside the building for their safety. Examples range from a dangerous dog or armed adult roaming the grounds to sheltering from the fumes given off by a hazardous material spilt on a nearby road.
- Depending on the type and severity of the incident, parents may be asked **not** to collect children as this may put parents and children in danger. Parents may not be able to contact the Pre-School by telephone as we will be using this to contact the authorities. We advise listening to local radio stations for information. There may be further information available on the Pre-School website.
- Children will remain supervised at all times and communication with parents will be re-established as soon as it is safe and practical to do so.
- Our procedure is in line with the Stay Safe principles from the National Counter Terrorism Security Office (NaCTSO; **RUN, HIDE, TELL**).
- Lockdown procedures will be practised at least three times a year to ensure everyone knows exactly what to do in such a situation.

Procedure

In the event of a lockdown:

A member of staff will call the emergency services immediately on 999.

A senior member of staff will sound the horn 3 times and shout 'LOCKDOWN'. This will be repeated inside and outside to alert everyone. (The horn is located on the hook by the main entrance door)

A senior member of staff will send a mobile phone alert to Stanford in the Vale Primary School. The message will read: 'LOCKDOWN'.

Another member of staff will be responsible for doing a sweep of the room, collecting the Go-Bag, register, keys and locking the door to the room after everyone has gone upstairs. They will then do the register to check everyone is there.

The manager or most senior member of staff will control the lockdown.

All staff and children are to remain or proceed indoors and follow the lockdown procedure:

1. If outside, staff gather children and run inside with them, as fast as possible, and gather in the office upstairs.
2. If inside, staff gather children together and go upstairs to the office
3. When everyone is inside, close/lock all windows and doors and close all blinds including the door at the bottom of the stairs.
4. Keep all children inside. Remain calm and keep children as quiet as possible. Stay away from windows and doors.
5. Ensure all children, staff and visitors are present, if possible with emergency contact details and a telephone – in go bag upstairs Mobile phone to be switched to silent.
6. All doors and windows to remain closed. Main entrance to be locked and not opened.
7. If the fire alarm is activated, remain where you are and await further instructions from the emergency services unless the fire is in your area. In which case, follow the usual fire procedures.

If the danger enters the building, staff will evacuate via the exit into the garden if it is safe to do so.

8. Staff to follow directions from the senior member of staff or lead officer from the emergency services. An announcement of 'ALL CLEAR' will end the lockdown.
9. All areas are checked and cleared by the manager or senior staff member after the 'ALL CLEAR' has been given.

It is essential to reassure the children at all stages to avoid undue stress.

Children will remain under the supervision of a member of staff at all times.

The manager or senior member of staff will notify parents as soon as it is safe and practical to do so.

Example wording for a message to parents:

Due to an incident we have been advised by the emergency services to secure the premises and stay put until we are given the 'all clear'. Please do not attempt to collect your child until it is safe to do so. We will let you know as soon as we are able to when that is likely to be.

In the meantime, please do not call us as we need to keep our telephone line clear to speak to the emergency services.

This policy was adopted at a meeting of Stanford in the Vale Pre-school Committee

Held on _____ (date)

Date to be reviewed _____ (date)

Signed on behalf of the management committee _____

Name of signatory _____

Role of signatory (e.g. chair/owner) _____