

Lockdown

The safety of the children and adults who use our setting is our priority and we have identified sensible and proportionate procedures that staff are to follow in the event of an intruder or potential threat to the safety of the children and adults within the setting.

Lockdown procedures may be activated (1 blow on the whistle) in response to any number of situations, but some of the more typical might be;

1. A reported incident or disturbance in the local community
2. An intruder on site
3. A warning being received regarding an environmental risk locally
4. A major fire in the vicinity of the setting
5. The close proximity of a dangerous animal

A) Partial Lockdown

A partial lockdown is a precaution aimed to keep everyone in the setting safe, in a partial lockdown staff and children should remain in the building and all doors leading outside should be locked. **NO-ONE SHOULD BE ALLOWED TO ENTER OR LEAVE THE BUILDING;** however the setting can continue as normal.

PARENTS PLEASE:

- **DO NOT CONTACT THE SETTING DURING LOCKDOWN AS THIS COULD BLOCK TELEPHONE LINES THAT ARE NEEDED FOR CONTACTING EMERGENCY SERVICES**
- **DO NOT COME TO THE SETTING DURING LOCKDOWN AS THIS MAY PLACE YOURSELVES AND OTHERS IN DANGER**
- **WAIT FOR THE SETTING TO CONTACT YOU ABOUT WHEN IT IS SAFE TO COME AND COLLECT YOUR CHILD**

We will endeavour to keep all parents/cares as up to date on the situation as possible, to keep the telephone lines free, we will use tapestry wherever possible.

What would we expect to happen during partial lockdown?

- All outdoor activities to cease immediately, children and staff alerted with 1 blow of the whistle and move indoors calmly where all windows and doors will be closed and locked.
- Free movement may be permitted within the building dependent on circumstances.
- In the event of air pollution or chemical, biological or radiological contaminants, air vents, fans, heating systems etc should be turned off and all cracks around doors, windows and vents should be sealed as much as possible.

B) Full Lockdown:

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

An immediate lockdown would be signified by 1 blow of the whistle with an immediate shout of 'LOCKDOWN, LOCKDOWN, LOCKDOWN'

Immediate Action:

- All children and staff should return to/stay in the building, USE THE FIREDRILL FOREMAT TO GATHER ESSENTIALS, DIAL 999 AND CONGREGATE IN A SAFE ROOM.
- External doors and windows should be locked
- Internal doors blocked with door wedges
- Windows and glass doors covered with blinds/ cloths/ curtains to prevent an intruder seeing in.
- Staff to ensure children are as safe as is possible, out of site preferably, staff to remain calm and reassuring for the children.
- Turn off all lights, computer monitors and mobile phones to remain on silent
- Children should not be released to parents during lockdown and staff should not leave the premises unless instructed to do so.
- If a group are on an outing, they will be contacted and told not to return to Pre-School, the group leader will decide the best place to take the group ie Primary School/Group Leaders home/Church, and will let Pre-School know where they are via text.
- If at all possible, safe to do so, take food and water to the safe room.
- Only leave the safety of the room when told to do so by the police.

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After lockdown has taken place

A letter to parents will be sent home as soon as possible following any serious incident to inform them of what happened and why during lockdown.

The Manager of the session will make a full report of lockdown, policies and procedures reviewed to highlight anything for development.

Ofsted will be notified.

PLEASE NOTE: Staff will practice this during staff meetings, we will not practice with the children as it could easily cause undue stress.