



Lockdown Policy

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

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

- Unauthorised person(s), considered dangerous are on the school grounds
- Estranged parties of domestic breakdowns are attempting to abduct children
- Practitioners, students, or volunteers from within the setting become a threat to the well-being of others.

A lockdown will be initiated by 3 long whistle blows, clearly distinguishable from the fire alarm bell. The lockdown procedure will be practised from time to time so that practitioners and children are familiar with it.

CLOSE procedure

Close all windows and doors

Lock up

Out of sight and minimise movement

Stay silent and avoid drawing any attention

Endure. Be aware that lockdown may go on for some time.

Upon hearing the lockdown signal:

- Practitioners will secure all windows and doors and close all blinds
- If any child, practitioner or visitor is in the playground or front garden the Room Leader will call them in
- Children, visitors and practitioners will be instructed to sit on the floor, away from any windows. Practitioners will supervise children and ensure that everyone remains out of sight and sitting quietly
- A headcount will be completed, followed immediately by the taking of the register
- First aid bags, registers, the mobile phone and Manager's laptop will be collected by the Manager and Administrator, and brought to the safe place
- No one will be allowed out of the safe place during the lockdown
- Everyone will remain in lockdown until the all-clear has been given. This will be 3 short whistle blows.

Procedure – go in, stay in, tune in

In the following situations:

- Potential risk from spills or poisonous fumes within the academy campus.

- Local industrial accidents, e.g. factory fire with hazardous fumes may also necessitate sheltering inside the pre-school.
- All doors and windows will be kept shut and appliances such as extractor fans switched off.
- The Pre-school Administrator will send out a pre-arranged message to all parents and carers to inform them of the situation.
- Windows and doors will be kept shut and extractor fans switched off until the emergency services and/or local authority give the all clear.

Evacuation

Examples of circumstances when it may be appropriate to evacuate the pre-school building or designated area include a bomb, gas or chemical leaks, explosions or substantial damage to the pre-school building.

An arrangement is in place with Wyndham Park Infants School to take practitioners and children onto their site during an evacuation or if the pre-school needs to be closed.

The Pre-school Administrator will send out a pre-arranged message to all parents and carers to inform them of the situation.

Internal threat response

The Manager will ensure the security of all personnel in the vicinity of the threatening situation. This may result in the practitioner team and children being locked in to prevent entry.

Procedure

The Manager will sound an alert with 3 long whistle blows and telephone the police on 999.

Practitioners will ensure that children remain out of sight and sit quietly.

A head count will be completed immediately.

Where possible the Pre-school Administrator will send out a pre-arranged message to all parents and carers to inform them of the situation.

Practitioners and children will remain in lockdown until the Manager gives the all clear message with 3 short whistle blows.

At no time will any practitioner attempt to physically remove an unwanted visitor.

The practitioner team will follow the directives of police as instructed or requested.

This policy was adopted at a meeting of the pre-school held on (date)

Signed on behalf of the pre-school