



Lock Down Policy and Procedures

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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 an armed adult roaming the grounds to sheltering from the fumes given off by a hazardous material spilt during an incident on one of the roads near the site.

Depending on the type and severity of the incident, you may be asked NOT to collect your children from pre-school as you may put yourself and your children at risk. You may not be able to contact the nursery by telephone as we will be using this to contact the authorities. Please listen to the local radio stations for information. There may also be further information on the nursery website.

As a result of an incident your children may have been moved from the hall to another safer place.

All children will be supervised at all times and communication with parents and carers will be re established once the incident has been dealt with or advice given from the appropriate authorities/emergency services.

If the end of the day is extended due to the lock down, parents will be notified and will receive information about the time and place, children can be picked up from.

Inform parents of context of lockdown and to encourage parent to reinforce with their children the importance of following procedures in these very rare circumstances

Thank you.

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PROCEDURES

In the event of a lockdown...

A member of staff will call the emergency services immediately. If children and staff are outside, they will blow their whistle 3 times and shout **LOCKDOWN**, repeat this several times to alert everyone. The Manager or most senior staff member on the premises is to control the lockdown. All staff and children are to remain and or proceed indoors and follow lockdown procedures:

1. If outside, once the whistle has blown and lockdown is announced, each adult is to gather up to 8 children each and run inside with them as fast as you can.
2. Open doors and gates to allow everyone in.
3. Once everyone is inside, close doors and barricade with whatever is closest and close all windows, pull down blinds on windows that have them.
4. Keep all children inside.

Take all children to the Pre-school Building and keep them calm and as quiet as possible, stay away from the windows and doors.

Ensure all children are present and if possible all emergency medication e.g. Epi Pens, Asthma Medication and parent's contact details etc.

All doors to be kept closed.

Main entrance to be locked and not opened

Do not attempt to interact with the perpetrator.

If the danger enters the building try to run with the children out of the closest exit in the onto the driveway and run as far away as you can.

Follow directions from the manager or senior controlling staff member or lead officer from emergency services. An "All Clear" (said) announcement will end the lockdown. If a Safeguarding issue arises from the situation then we follow the guidelines of the police and the Local Authority.

***IT IS CRITICAL TO REASSURE CHILDREN AT ALL STAGES TO AVOID UNDUE DISTRESS**

***CHILDREN MUST REMAIN UNDER THE SUPERVISION OF THE MEMBER OF STAFF AT ALL TIMES**

Manager or senior controlling staff member must notify parents as soon as possible after the lockdown via website/phone calls/email etc. All areas checked and cleared by the manager or senior controlling staff member after "All Clear".

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