

**1.2 B Lockdown Policy**

Policy aim:

Lockdown procedures should be seen as a sensible and proportionate response to any external incident which has the potential to pose a threat to the safety of children and adults in the setting.

Lockdown procedures may be activated 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 (with the potential to pose a risk to children and adults in the setting)
2. An intruder onsite (with the potential to pose a threat to children and adults in the setting)
3. A warning being received regarding an environmental rick locally, of air pollution (smoke plume, gas cloud etc)
4. A major fire in the vicinity of the setting
5. The close proximity of a dangerous animal
6. **Partial lockdown**

**PARENTS SHOULD NOT:**

* **CONTACT THE SETTING DURING LOCKDOWN AS THIS COULD BLOCK THE TELEPHONE LINES THAT ARE NEEDED FOR CONTACTING EMERGENCY SERVICES**
* **SHOULD NOT COME TO THE SETTING DURING LOCKDOWN AS THIS MAY PLACE THEMSELVES AND OTHERS IN DANGER**

**PARENTS SHOULD**

* **WAIT FOR THE SETTING TO CONTACT THEM ABOUT WHEN IT IS SAFE TO COME AND COLLECT THEIR CHILD**

A partial lockdown is a precaution aimed to keep children and staff safe while remaining indoors. This may be as a result of a reported incident/civil disturbance in the local community with the potential to pose a risk to children and staff in the setting. It may also be the result of a warning being received regarding the risk of air pollution, etc. 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 usual.

**What usually happens during a partial lockdown?**

* All outside activity to cease immediately, children and staff to return to building. Staff will shout **‘LOCKDOWN, LOCKDOWN, LOCKDOWN’**. All staff and children should remain in the building and external doors and windows should be locked.
* Free movement may be permitted within the building dependent upon circumstances
* In the event of an air pollution or chemical, biological or radiological contaminants issue, air vents, fans, heating and air conditioning systems should be closed or turned off.
* Seal up all the cracks around the doors and any vents into the room – aim to minimise possible access points of pollutants

1. **Full lockdown**

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

Procedure for full lockdown

* All staff have been told to be vigilant and if they see something which is likely to cause harm to immediately shout ‘LOCKDOWN, LOCKDOWN, LOCKDOWN’ so that everyone can hear, alerting staff outside by opening the door and shouting the alarm call. Count the children as they come inside, checking the total with the register. Immediately check in the garden if any children are found to be missing.
* On hearing the alarm call all staff will respond calmly guide the children and any visitors/students etc to the small room/toilet area. Each area must be checked and emptied as, locking external doors and windows; turning off lights and closing internal doors.
* Staff and children to sit quietly out of sight and where possible in a location that would protect them from harm such as gunfire (bullets go through glass, brick, wood and metal). Consider locations behind substantial brickwork or heavy reinforced walls.
* One member of staff immediately counts the children/staff and check against totals in register. If a child or staff member is missing the manager will search the building and bring them back to the small room as quickly and as quietly as possible.
* TURN OFF LIGHTS AND computer monitors and KEEP THE GROUP AS QUIET/CALM AS POSSIBLE
* Telephone ring volume to be decreased and all mobile phones must be set to silent.
* A senior member of staff to ring 999 to report the incident and follow their instructions
* If a group are on an outing when the incident occurs, a staff member will telephone the group to tell them not to return to the preschool until the all clear has been given. If it is safe to do, the group should stay where they are e.g. in the library/museum. If they are on their way back to the preschool, to stop and go back to the venue and stay there until advised otherwise. The staff on the outing to ring the police for advice. Dependant on police advice, the staff would contact the parents and notify them of the incident (EMERGENCY CARDS MUST ALWAYS BE TAKEN ON OUTINGS). If safe to do so, we would suggest to parents to collect their children from the venue. If not, we would remain there until it was safe to leave and return to preschool.

The small room doors could be barricaded using available furniture if necessary.

* We would remain in the small room until told otherwise by the authorities, supporting the children and each other, for as long as necessary
* If the incident is being dealt with by the authorities and we are not directly affected and have been told to do so by police, we will leave the small room and return to normal practises in the hope to reduce the stress on the children as much as possible.
* We would remain within the setting (not venturing into either the front or back garden) until the all clear has been given by the authorities.
* On being told to do so by the police, we would use the mobile to notify parents of the incident. The telephone would be manned to receive incoming calls.

Parents will be informed by message on Tapestry which is the fasted and most efficient method of contact.

Suggested wording for parent message

*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, we need to keep our telephone lines clear and would appreciate your cooperation in not calling unless it is vital that you speak to us.*

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To reduce the risk of someone entering the building to cause harm, procedures include:

* The front door has a spy hole and two different locks on it. BEFORE OPENING THE DOOR USE THE SPY HOLE TO IDENTIFY THE VISITOR/PARENT. UNKNOWN PERSONS MUST ALWAYS BE SATISFACTORILY IDENTIFIED.
* Two members of staff are located on the door during busy drop-off and collection times
* The front door is locked after these busy times and parents knock or ring the doorbell for entry
* Fire exit to the garden is always locked when the children are not in the garden
* We have a password and ask for a description of anyone collecting a child who we haven’t seen before
* Parents told to inform us if anyone other than themselves are collecting/dropping off

After lockdown has taken place:

A letter to parents will be sent home as soon as possible following any serious incident to inform parents of context of lockdown.

Following the need for lockdown, the setting management will create a full record of the event. Policies and procedures will be reviewed as soon as possible to identify any areas for potential development.

A notification of significant incident will be made to Ofsted within 14 days (preferably as soon as possible after the incident).

PLEASE NOTE: staff will practise this during their termly inset days. We will not be practising with the children as we feel this could cause them undue stress.

Policy discussed and adopted

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Chairperson

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Date