

Lock down Policy

Policy aim :

Lock down 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.

Lock down procedures may be activated in response to any number of situations :

- 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 on-site (with the potential to pose a risk to children and adults in the setting)
- 3) A warning received regarding an environmental risk 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

1) Partial Lock down

PARENTS SHOULD NOT :

- **CONTACT THE SETTING DURING LOCKDOWN AS THIS COULD BLOCK 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.**
- **WAIT FOR THE SETTING TO CONTACT THEM ABOUT WHEN IT IS SAFE FOR THEM TO COME AND COLLECT THEIR CHILD.**

A partial lock down 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 as a result of a warning being received regarding the risk of air pollution, etc. In a partial lock down 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 partial lock down?

- All outside activity to cease immediately, children and staff return to building. All staff and children should remain in the building and external doors and windows should be locked. Communicate alert to all staff by
- Free movement may be permitted within the building dependent upon circumstances.
- In the event of air pollution or chemical, biological or radiological containments issue, heating systems should be turned off.
- Minimise possible access points of pollutants.

2) Full Lock down

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

IMMEDIATE ACTION :

- **All children and staff should return to/stay in the building**
- **External doors should be locked**
- **Internal doors to be obstructed with furniture**
- **Lock windows, draw curtains, cover internal door windows (so an intruder cannot see in**
- **Staff and children to sit quietly out of sight, the back room has been designated our safe area**
- **Turn off lights**
- **Turn off mobile phones or turn to silent so they cannot give away position**
- **Take register and headcount children and staff**
- **Children should not be released to parents during a lock down and staff should not leave the premises unless instructed to do so**

Procedure for full lock down

PARENTS SHOULD NOT :

- **CONTACT THE SETTING DURING LOCKDOWN AS THIS COULD BLOCK 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**
- **WAIT FOR THE SETTING TO CONTACT THEM ABOUT WHEN IT IS SAFE FOR THEM TO COME AND COLLECT THEIR CHILD/CHILDREN**

All staff have been told to be vigilant and if they see something which is likely to cause harm to immediately shout “MRS RED, MRS RED, MRS RED” 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 the outside play/ toilets if any children are missing.

On hearing this alarm call all staff to bring:

- **REGISTERS, TELEPHONE, INDEX CARDS, EMERGENCY BAG**
- **Guide the children/ any visitors/students etc. to the BACK ROOM checking each area is empty as they go, locking external doors and windows, turn off lights and closing internal fire doors.**
- **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 is to search the building and bring them back to the back room quickly and quietly as possible.**
- **One member of staff to fix something over door window, close all the curtains, pull sofa in front of internal and external door.**
- **Staff to sit with the children to help keep as calm and quiet as possible.**
- **TURN OFF LIGHTS AND KEEP THE GROUP AS QUIET AS POSSIBLE**
- **MANAGER/DEPUTY TO RING 999 TO REPORT THE INCIDENT AND TO FOLLOW THEIR INSTRUCTIONS.**

- If a group are on an outing when the incident occurs, a staff member is to telephone them to tell them NOT to return to the pre-school until the all clear has been given. If they are on their way back the group is to stop and return to the venue until otherwise advised. The staff on the outing are to ring the police for advice. On being told to do so by the police, the staff would contact the parents and notify them of the incident. If safe to do so, the parents to collect their child/children from the venue, if not the group would remain there until safe to leave and return to pre-school.
- If the incident is being dealt with by the authorities and we are not directly affected and have been told to do so by the police, we will leave the back room and return to the hall in the hope to reduce the stress on the children as much as possible.
- We would remain within the hall until the all clear has been given by the authorities.
- On being told to do so by the police, we would inform parents, notifying them of the incident.
- The telephone would be manned to received incoming calls.

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

- A member of staff is located in the doorway during busy drop-off and collection times.
- The front door is LOCKED after these busy times and the parents ring the bell for entry.
- 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 lock down has taken place :

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

Following the need for lock down, the setting Manager/Deputy will create a full record of the event. Policies and Procedures will be reviewed as soon as possible to identify any areas for 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 to practise procedure without children termly.

THIS POLICY WAS ADOPTED AT A MEETING OF ST JOHNS PRE-SCHOOL GROUP

ON 9 OCTOBER 2019

Signed on behalf of the pre-school