



LOCKDOWN POLICY

Policy Statement

Little Willows Pre-School recognises the potentially serious risks to children, staff and visitors in emergency or harmful situations. A lockdown may take place where there is a perceived risk of threat to the nursery, its staff, children, visitors or property. Where possible the Pre-school Manager/Deputy will act to ensure the safety of all personnel in the setting in the following situations-

- In the event that unauthorised person(s) considered dangerous, are on pre-school grounds.
- In the event that estranged parties are attempting to abduct children
- In instances where personnel, visitors, parents, volunteers or staff from within the setting become a threat to the well-being of others.
- In emergency situations within the environment of the setting where there is potential risk from spills or poisonous fumes

A lockdown will be initiated by the Manager /Deputy and will be communicated through the pre-school radio system by saying 'LOCKDOWN'. Lock down procedures will be practiced termly in staff meetings to ensure that staff are familiar with them.

1. "Community" disturbance e.g. loose dog – bring all in (Orange Level)
2. Onsite "external intruder" (Red Level)
3. Onsite "Internal intruder" (Purple Level)

Practice & Procedure Follow

The 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 you may be in Lockdown for some time.

The following steps provide guidelines for staff, students and visitors in an emergency situation:

1. On hearing the lockdown signal (the whistle will be blown and the Manager will indicate the type of lockdown verbally) the Manager and/or Deputy will call for assistance using 999. They will keep the setting mobile on their person in case of emergency evacuation.
2. Staff will lock the front gate, and all external doors.
3. The words 'LOCKDOWN, LOCKDOWN' over the radio will signal lockdown procedures to take effect immediately.

In the setting:

Upon hearing the LOCKDOWN signal, these steps will be followed:-

1. Staff to swiftly guide all children into the building if playing outside. Staff to keep children safe in their age appropriate rooms where possible. It may be required for the setting to join age groups together to keep safe, in this instance the Manager/Deputy will decide where is safest to join together.
2. Staff to secure all windows and doors. Instruct children to move away from windows and doors and cover windows where possible. If anyone is outside, call them in. Ensure register, radio and first aid kit is available before locking or blocking doors.
3. Do a head count immediately and call register, report any children missing to the manager/deputy manager.
4. Supervise, ensuring everyone remains out of sight and are sitting quietly.
5. Stay low and keep calm.
6. No one should be allowed out of the room or safe area during a lockdown procedure with the exception of the building being on fire.

7. Remain in lockdown until the all-clear has been given by the police or emergency services.
8. Manager should log the incident, inform relevant authorities, parents etc and investigate the incident when it is safe to do so, reviewing policies and risk assessments if needed.

In the event of a lockdown we will try to send a message by email/on facebook and notify parents as soon as we are able. It is essential that the guidance is followed to keep all in lockdown safe from harm until the emergency services give the all clear. The message will be similar to the message below:-

‘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 when that is likely to be. In the meantime we need to keep our telephone lines clear and would appreciate your co-operation in not calling unless it is absolutely vital that you speak to us’

A grab bag – containing amongst other things non perishable food, communication devices and chargers, and a copy of the plan, along with contact details on Admin Macbook.

Lockdown procedures will be practised in the same way as a fire alarm evacuation, twice termly

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