

St Marychurch Pre-school

Lockdown Policy

Statement of intent

St Marychurch Pre-school carry out the lockdown procedure in response to any external or internal incident which has the potential to pose a threat to the safety of practitioners and children in the setting.

Aim

We aim to make children, parents and practitioners aware of safety issues and to minimise the hazards, risks, threats and disruptions, to enable the children to thrive in a healthy and safe environment.

Methods

Lockdown procedures may be activated in response to a variety of situations, but may include the following:

- An intruder in the preschool setting
- A direct warning being received regarding a risk locally (such as, air pollution, gas leak, or terrorism)
- The close proximity of dangerous dog roaming loose
- Abusive, drunk or irate parents
- A reported incident/civil disturbance in the local community, posing a risk to the practitioners and children in the setting

Initiation of Lockdown

Any practitioner who becomes aware of an incident that could potentially trigger a lockdown should immediately report to the Health and safety officer, if available and permissible, if not, to the most senior practitioner at the setting, who will then decide whether or not to engage lockdown. A code word will be given.

Lockdown

Once lockdown has commenced and if the incident occurs in the front upstairs hallway then practitioners and children will be contained and barricade the door in the kitchen in the first instance. No practitioner, nor child will be left alone with danger. Children will be asked to sit on the floor and stay away from doors or windows. Practitioners will stay low and focus on keeping children as calm and quiet as possible. If the incident happens in the garden, or rear of the premises then children and practitioners will make their way immediately to the nearest available secure space, such as the kitchen, or through classroom to the toilets. They should not attempt to return to the incident and stay in lockdown until finished. The register and portable phone are to be taken to the safe place.

Contacting the Emergency Services

The practitioner who commenced the lockdown should phone the relevant emergency services and do what is necessary to co-ordinate the response. If, due to the nature of the event, it is not clear whether the emergency services have been contacted or not, all practitioners should feel free to dial 999, although calls should be kept to a minimum. Practitioners are aware of the silent solution by keying in 55 after phoning 999 and the anti-terrorist hotline: 0800 789 321 and non-emergency calls to the Police 101.

Internal communication

Depending upon the nature and length of the incident, communication may take place via email or phone. The settings portable phone is carried within each area used in the setting as a matter of course. In the event of no communication practitioners and children should stay in lockdown until the end of the lockdown is signalled. Should the children be in separate parts of the building then practitioners will communicate via portable phones or verbal communication, if able.

External communication

Contacting family and friends of both practitioners and children is discouraged due to the fact that should an emergency response be required, any civilians attempting to travel to, or entering the site, could impede the emergency services. Practitioners will take advice and guidance from the police as to when to contact parents.

End of lockdown

The end of lockdown will be signalled by the Health and Safety Officer when it is safe to do so. All practitioners will co-operate with the emergency services to assist in an orderly evacuation, if necessary. All practitioners, children, or relevant individuals who have witnessed an attack or incident will inform the police what they saw. The senior practitioner, or chair of the committee will communicate to the Press and families after the incident and support their needs and those of the children. They will also inform Ofsted. The committee will also support the practitioners.

Lockdown practice

Lockdown procedure will be practised in an age-appropriate way, in order for both the practitioners and children to become familiar with the process and any problems with the procedure can be identified. Also for the children to avoid becoming anxious when staff do not respond to the doorbell in the usual way. The lockdown procedure will be practised once a term. New staff will be briefed on the lockdown procedure as part of their induction process.

Records are kept of lockdown drills:

- The date and time of each lockdown drill is logged in the lockdown log. These records are used to evaluate if any changes need to be made to our lockdown policy and procedures.
- The health and safety officer will raise the alarm.
- The alarm will be raised by code words and telephone call
- A practitioner present at the lockdown is allocated the job liaising with other areas of the pre-school, if necessary.
- Contact details of all of the children are kept in a safe place. The register is used for each lockdown.
- Different scenarios are practised and reflected upon

Signed..... Position..... Dated.....

We aim to provide a safe, stimulating, caring, happy Pre-school where all children and their families are welcome. We provide a curriculum based on the Early Years Foundation Stage using individual children's interest and needs.