06 Children Onsite Safety

**06.08 Lockdown Policy**

**Policy Statement**

We 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 pre-school, its staff, children, visitors or property. Where possible, the Pre-school will act to ensure the safety of all personnel in the setting in the following situations:

* In the event that unauthorized person(s) considered dangerous, are on pre-school  
  grounds.
* In Instances included domestic breakdowns where estranged parties are  
  attempting to abduct children.
* In instances where students, 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 a recognisable signal by Leanne Blackley, Joint Manager and Emergency Drill Leader, by 1 long blow on the whistle. If Leanne Blackley is not onsite Rachel McDonald, Joint Manager, will step up to Drill Leader.

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

**Procedures**

* Follow the **CLOSE** Procedure.

**C**lose all windows and doors.  
**L**ock up.  
**O**ut of sight and minimise movement.  
**S**tay silent and avoid drawing any attention.  
**E**ndure. Be aware that you may be in Lockdown for some time.

* Leanne Blackley, Joint Manager and Emergency Drill Leader will do 1 long blow on the whistle to signal lockdown procedures to take effect immediately.
* On hearing the lock down signal the Joint Manager, Deputy Emergency Drill Leader, Rachel McDonald will call for assistance using 999.
* Staff to guide all children into the office. Staff to secure all windows and ensure the patio door is locked. Internal fire doors should be closed. Office doors to be locked from the inside. Lights turned off.
* Mobile phones on silent.
* All children to sit in the office, staying as still as cheese in the fridge and no talking, remain calm.
* Amy Billinge, Senior Practitioner will ensure the main door is locked and will collect the Medical / First Aid bags.
* Leanne Blackley, Joint Manager, to do a head count immediately. Names of all present are then checked against the register and visitors’ book. Every person is encouraged to say ‘YES’ in response to their name being called.
* All staff to ensure everyone remains out of sight and are sitting quietly.
* No one should be allowed out of the room or safe area during a lockdown procedure.
* Children will not be released to parents during a lockdown.
* Remain in lockdown until the all-clear has been given by the police.
* All children must be supported by staff until the lockdown is over.

**Parents Procedure**

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.

The lockdown drill will be recorded in the staff training minutes and a copy kept in the reflection folder with a reflection of the practice.

**Government Advice**

[[Withdrawn] Evacuation, invacuation, lockdown, protected spaces - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/crowded-places-guidance/evacuation-invacuation-lockdown-protected-spaces)

<https://youtu.be/H0BsrB5ADUY>