

# Lock Down Policy

Broad Town 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 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 school grounds, or the surrounding area of Broad Town Village.
- In instances included domestic breakdowns where estranged parties are attempting to abduct children.
- In instances where personnel, 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 of 3 long whistle blows on the fire whistle and the lockdown will take effect immediately.

Lock down procedures will be practiced from time to time to ensure that staff and children are familiar with them.

## **Practices and Procedure**

Staff will follow the **CLOSE** Procedure:

**C**lose all windows and doors and pull down any blinds in the main classroom.

**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.

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

1. Three (3) long whistle blows will signal lockdown procedures to take effect immediately.
2. On hearing the lock down signal, the Pre-School Manager and/or Deputy will call for assistance using 999, as well as informing Broad Town School of the situation.
3. Staff will lock the front outer door and internal classroom door and ensure that the fire escape door is closed.

**In our Pre-School setting:**

Upon hearing the Lockdown signal, these steps will be followed:

- Staff to guide all children and visitors into the classroom if playing outside.
- Staff to secure all windows and doors and pull the blinds down in the classroom. Instruct children to move into the rear of the room and sit quietly on the carpet, making every effort to keep them calm. If anyone is outside, call them in. Make sure medical box, register & mobile phone basket are all in the classroom.
- Do a head count immediately & call register.
- Supervise, ensuring everyone remains out of sight and sits quietly.
- No one should be allowed out of the room or safe area during a lockdown procedure.
- Remain in lockdown until the all-clear has been given by the police.

**After the danger has passed and it is safe for us to leave our safe place we will:**

- Contact parents/carers to inform them as to what has happened.
- **Ofsted and Early Years** will be informed of the incident within 24hrs of it happening.