16 - 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), a loose dog or horse in forest school considered dangerous, are on school grounds, or the surrounding area of Broad Town Village.
* In instances including 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.
* Lock down procedures will be practiced from time to time to ensure that staff and children are familiar with them. We evaluate this procedure every time it is practised based on how the children react.

**Practices and Procedure –**

**We may receive a call from Broad Town School where the caller will just say ‘Lockdown Procedure’**

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

* An adult will make Three (3) short whistle blows which will signal lockdown procedures to take effect immediately.
* The adult will say to the children, ‘Let’s play squashed sardines!’
* On hearing the lock down signal, the Pre-School Manager and/or Deputy will pick up the register, the classroom phone and the emergency mobile phone.
* Meanwhile, Staff will lock the front outer door and internal classroom door and ensure that Staff guide all children and visitors into the classroom if playing outside.
* All children, staff and any visitors will enter the toilet area in a calm manner. A staff member will lock the main toilet area door to secure.
* A staff member will use the emergency mobile phone to call 999 to inform them of the emergency. If necessary, will call Broad Town School and say ‘Lockdown Procedure’ to inform them of the threat.
* Staff will play games with the children, I-Spy, sound games and sing nursery rhymes, attempting to make it fun and exciting – There will be no mention of what is occurring outside by staff so as not to disturb the children.
* If it is not a false alarm, or a practise staff will send a message to parents via text, social media and emails (if possible)
* No phone calls will be received by staff during lockdown (unless it is the Emergency Services) to ensure that the telephone line is kept clear.
* No one should be allowed out of the toilet area during a lockdown procedure.
* We will remain in lockdown until the all-clear has been given by the police
* If the children and staff were at Forest School at the time the threat occurs, an adult will make 3 short whistle blows which will signal an emergency situation.

Adult to assess the safest place for the children to be gathered/taken to. Staff member to call 999 and use 3 words app on Pre-School mobile phone to give location.

Wait for emergency services to deal with incident, or if able to (animal) staff to deal with if safe to do so.

All children and staff brought back to Pre-School to reassure them and talk through the incident.

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

* Contact parents/carers to let them know everyone is now safe..
* **Ofsted and Early Years** will be informed of the incident within 24hrs of it happening.