



Safeguarding and Welfare Requirement: Child Protection

Providers must have and implement a policy, and procedures, to safeguard children.

1.21a Lockdown Procedure Pre-School

Policy statement:

Our settings recognise 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 children, staff, and visitors, for example:

- A reported incident or disturbance in the local community.
- An intruder on site.
- In instances including domestic breakdowns where estranged parties are attempting to abduct children.
- A warning being received regarding an environmental risk locally.
- A major fire in the vicinity.
- The close proximity of a dangerous animal.

Procedures:

A lockdown will be initiated by 3 short bursts of the fire alarm to gather all the children together as quickly as possible. There are two types of lockdown:

Partial Lockdown

A partial lockdown is a precaution aimed to keep children and staff safe while remaining indoors.

Procedure for all staff

- Children should be calmly brought into the main room of the pre-school and encouraged to sit quietly out of sight of the doors, until further details have been received from the Primary School regarding the type of lockdown.
- Headcount the children in your care and check the register alerting the Manager if any are missing.
- Children and staff should remain in the building and all doors and windows leading outside should be locked.
- No one should be allowed to enter or leave the building; however, the setting can otherwise continue as usual.

Procedure for the Manager

- If Pre-School needs to initiate the lockdown, the Manager or Deputy Manager will immediately call the Primary School to alert them of any danger and then 999.
- If the lockdown has been initiated by the Primary School, the Manager or Deputy Manager will call the Primary School to find out the details and whether it is a partial or full lockdown.
- Assign the management of the children in your care to another member of staff.
- Sweep through the outside areas to make sure no visitors or children have been left behind.
- Secure all external windows and doors.
- Ensure everyone remains indoors until given the all-clear (by emergency services or the primary school).

Full Lockdown

A full lockdown will occur when there is the likelihood of immediate danger.

Procedure for all staff

- Calmly move the children into the main room and close the internal door. The children will be encouraged to go to the area with the tables, keeping out of sight from the doors. There is access to drinking water, food and a first aid box, plus there is still access to the toilet area.
- Headcount the children in your care and check the register, alerting the manager if any are missing.
- Attempt to keep the children as quiet and calm as possible until the dangerous situation is over.

Procedure for the Manager

- If Pre-School needs to initiate the lockdown the Manager or Deputy Manager will immediately call the Primary School and then 999 to them alert of any danger.
- Assign the management of the children in your care to another member of staff.
- Collect the first aid box, registers, visitors' book, and contact information.
- Sweep through the building and outside areas to check for visitors or children left behind.
- Secure all external windows and doors and close any curtains.
- Turn off lights, computer monitors and put smartphones on silent.
- Remain in the area until given the all-clear (by the emergency services or the primary school).

During both types of lockdown if the fire alarm starts to ring continuously - the evacuation procedure should be followed. The children should be taken out of the setting as quickly and calmly as possible to the assembly point located by the portacabins on the school field. The registers, contact details and medical details should be taken to the field by the Manager and a headcount of the children should be made to make sure there is no one missing. Remain on the field until the all-clear is given by the Primary School or the emergency services.

Once the danger has passed

- **An all-clear signal of 6 short bursts of the fire alarm will mark the end of the lockdown.**
- When completely sure that the danger is over continue activities as far as is possible.
- Manager to telephone all parents (if not already contacted) and inform them of the incident.
- Send a letter to parents to inform them of the context of the lockdown in more detail.
- Records will be made of the event and actions taken.
- Ofsted and the Local Authority will be informed within 24 hours of the incident occurring.

Lockdown Drills

We hold lockdown drills once a year and record the following information about each lockdown in the Lockdown and Fire Safety and Procedures book:

- The date and time of the drill.
- The number of adults and children involved.
- How long it took to get to the area in the main room.
- Whether there were any problems that delayed entry.
- Any further action taken to improve the drill procedure.