Emergency Lock Down Policy

Tywardreath Pre-School Playgroup recognises the potentially serious risks to children, staff, and visitors in emergency or harmful situations. An emergency lockdown may take place where there is a perceived risk of threat to the setting, its staff, children, visitors, or property.

Where possible, the pre-school manager will act to ensure the safety of all personnel in the setting in the following situations:

• In the event that unauthorised person(s) considered dangerous, are on the pre-school or neighbouring pub (The New Inn) grounds.

• In instances including domestic breakdowns where estranged parties are attempting to abduct children.

• In instances where personnel, visitors, parents, volunteers, or staff from within the setting become a threat to the well-being of others.

• In emergency situations within the area of the setting where there is potential risk to the pre-school from spills or poisonous fumes.

A lockdown will be initiated by the duty manager and will be communicated by the manager calling out 'LOCK DOWN, LOCK DOWN'. Lock down procedures will be practiced termly in staff meetings to ensure that staff are familiar with them.

Practices and Procedure

Follow the **CLOSE** Procedure.

Close all windows and doors.

Lock up.

Out of sight and minimise movement.

Stay silent and avoid drawing any attention.

Endure. 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. On hearing the lock down signal the Duty Manager and/or Deputy will call for assistance using 999. They will keep their personal mobile on their person in case of emergency evacuation. The mobile phone must be kept in silent mode.

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2. Staff will lock the front outer door and internal door and the back door.

3. The words ‘LOCK DOWN, LOCK DOWN’ will signal lockdown procedures to take effect immediately.

In the setting:

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

1. Staff to guide all children into the building if playing outside. Staff to keep children safe in the main room where possible.

2. Staff to secure all windows and doors. Instruct children to move away from windows and doors and cover windows where possible. If anyone is outside, call them in. Ensure register, phone and first aid kit is available before locking or blocking doors.

3. Do a head count immediately & call register, report any children missing to the duty manager.

4. Supervise, ensuring everyone remains out of sight and are sitting quietly.

5. No one should be allowed out of the room or safe area during a lockdown procedure with the exception of the building being on fire.

6. Remain in lockdown until the all-clear has been given by the police or emergency services.

7. Duty manager log the incident, inform relevant authorities, parents etc and investigate the incident when it is safe to do so, reviewing policies and risk assessments if needed.

In the event of an Emergency Lock Down we will notify parents as soon as we are able to. It is essential the guidance is followed to keep all in lock down safe from harm until the emergency services give the all clear. The message will be similar to the message below; ‘*Due to an incident we have been advised by the emergency services to secure the premises and stay put until we are given the ‘all clear’. Please do not attempt to collect your child until it is safe to do so. We will let you know as soon as we are able to when that is likely to be. In the meantime, we need to keep our telephone lines clear and would appreciate your cooperation in not calling unless it is absolutely vital that you speak to us.*’

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