



Lockdown Policy

In the event of a local incident which signifies an immediate threat to the pre- School the following procedures will take place.

Immediate Action

Manager/supervisor must act quickly to assess the likelihood of immediate danger. In most cases the assumption should be that it is safer to stay put and place the setting into lockdown until the emergency services arrive. As soon as the emergency services arrive at the scene it is essential that staff comply with their instructions at all times.

- In the event of a lockdown situation stay calm.
- Ensure that all staff and children stay in their designated areas, secure all doors and windows and await further instructions.
- Close all curtains and blinds where possible and stay away from windows and doors.
- Stay low and keep calm.
- If possible, tune into a local radio station or T.V. for more information.
- Do not make any non-essential calls on mobiles or landlines.

During the Lockdown

- Do not open the door once it has been secured until you are officially given the “all clear” or are certain that it is the emergency services at the door.
- Only call 999 again if you are concerned for your immediate safety or feel you have critical information to give.

After the Lockdown

- Co-operate with emergency services to assist in an orderly evacuation.
- Ensure that the register and children’s details are with staff.
- Ensure that any staff or children who witnessed the incident tell the police what they saw.
- Ensure that any other relevant individuals remain for questioning.

Communication between parents and Pre-school

Preschool lockdown procedures, especially arrangements for communicating with parents, should be shared with parents either by newsletter or via the preschool website. In the event of an actual lockdown, it is strongly advised that any incident or development will be communicated to parents as soon as it is practical.

Parents will be given enough information about what will happen so that they:

1. Are reassured that preschool understands their concern for their child’s welfare, and that we are doing everything possible to ensure the children’s safety.

2. Parents should not contact the preschool as calling the preschool could tie up telephone lines that are essential for contacting emergency providers.
3. Parents should not come to the preschool as they could interfere with emergency provider's access to the preschool and may even put themselves and others in danger.
4. Parents must wait for the preschool to contact them about when it is safe for them to come get their children, and where this will be from.

Preschool will reassure parents that they understand their concern for their children's welfare and that everything that can possibly be done to ensure children's safety will be done. Preschool will reinforce the message *'the preschool is in a full lockdown situation. During this period the mobile, and entrances will be un-manned to parents/carers, external doors locked, and nobody allowed in or out'*

Signed Manager

Date

1.3 Keeping Safe		3.4 The Wider Context	
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