



The Goslings Preschool

Registered Charity No. 1209514

Lockdown Procedure

We recognise the potentially serious risks to children, staff and visitors in emergency or harmful situations. A lockdown may take place when there is a perceived risk or threat to the preschool, its staff, children, visitors or property. Our lockdown policy aims to ensure that all children, staff and visitors remain in a safe and secure location in the event of a possible threat.

Where possible, we will act to ensure the safety of all personnel in the setting in the following situations:

- In the event that an unauthorised person(s) considered dangerous, is on the preschool grounds.
- 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.
- A report/warning of an incident/civil disturbance in the local community, with the potential to pose a risk to staff and children in the preschool.
- In emergency situations within the environment of the setting where there is a potential risk from spills or poisonous fumes.

Procedure

The lockdown procedure will be practised periodically to ensure that staff and children are familiar with it.

Management of the situation will depend on the circumstances presented.

- Remain calm.
- Move slowly.
- Obey instructions.
- DO NOT PROVOKE AN INCIDENT.

In the event of an incident requiring 'lockdown', the person witnessing the incident must try to notify the Preschool Manager or Deputy Preschool Manager (e.g. person in charge) to raise the alarm; they will determine the risk and need for 'lockdown'. ***A lockdown will be initiated by a continuous blow of our whistle.***

We will, where possible, follow the **CLOSE** procedure:

1. Close all windows and doors (blinds down where appropriate).
2. Lock up.
3. Out of sight and minimise movement.
4. Stay silent and avoid drawing attention.
5. Endure. Be aware that you may be in lockdown for some time.

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

1. On hearing the lockdown signal the Preschool Manager or Deputy Preschool Manager (whoever is not using the whistle) will call for assistance using 999.

2. Staff will lock the front door, ensure all fire doors are secured and close all internal doors.
3. Continuous whistle blowing will signal lockdown procedures to take effect immediately.

In the Setting

Upon hearing the lockdown signal, these steps will be followed, where possible:

1. Staff will guide all children inside if playing outside.
2. Staff will secure all windows and doors (and close blinds where appropriate) and turn off all lights.
3. Staff will instruct the children to move to either the main room or office, dependent upon the location of the threat.
4. Staff will collect the medical box, register, list of children's (parental) contact details and mobile phone.
5. Staff will perform a headcount immediately and call the register.
6. When children are gathered, they should remain seated on the floor away from windows.
7. Staff will constantly supervise, ensuring that everyone remains out of sight and sitting quietly.
8. Staff are to keep alert and aware of the emotional needs of the children by reading stories (quietly) and/or singing songs quietly.
9. Nobody should leave the chosen safe place during a lockdown procedure.
10. Remain in lockdown until the all-clear has been given by the Preschool Manager/Deputy Preschool Manager, or the police.

After the danger has passed, the Preschool Manager/Deputy Preschool Manager will log the incident and inform all parents/guardians and relevant authorities, such as Ofsted, within 24 hours of the incident occurring.

This Policy has been reviewed and agreed by The Goslings Management Team and Parental Committee.