



Lock down procedure and policy

All settings should consider the need for robust and tested lockdown procedures. The decision on whether to have a policy, and how comprehensive the procedures need to be, should be based on whether the setting feels it is at high risk of a scenario where a lockdown would be necessary.

A lockdown procedure can be quite simple and short, and could be included as part of the setting's policy on emergency planning or evacuations. If the setting is on school site, the setting should liaise with the school to ensure the approach is consistent.

Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety children and adults in the setting. Procedures should aim to minimise disruption to the learning and play environment whilst ensuring the safety of all children and adults. Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

1. A reported incident or disturbance in the local community (with the potential to pose a risk to children and adults in the setting)
2. An intruder on site (with the potential to pose a risk to children and adults in the setting)
3. A warning being received regarding an environmental risk locally, of air pollution (smoke plume, gas cloud etc.)
4. A major fire in the vicinity of the setting
5. The close proximity of a dangerous animal

The setting's lockdown procedures should be familiar to all staff and volunteers. A lockdown drill should be undertaken at least once a year in an organised and calm manner.

There are two types of lockdown:

1) Partial Lockdown

A partial lockdown is a precaution aimed to keep children and staff safe while remaining indoors. This may be as a result of a reported incident / civil disturbance in the local community with the potential to pose a risk to children and staff in the setting. It may also be as a result of a warning being received regarding the risk of air pollution, etc. In a partial lockdown staff and children should remain in the building and all doors leading outside should be locked. No one should be allowed to enter or leave the building; however the setting can continue as usual.

What usually happens during partial lockdown?

- All outside activity to cease immediately, children and staff return to building. (There needs to be a means of communicating the alert to staff). All staff and children should remain in the building and external doors and windows should be locked
- Free movement may be permitted within the building dependent upon circumstances.
- In the event of an air pollution or chemical, biological or radiological contaminants issue, air vents, fans, heating and air conditioning systems should be closed or turned off.
- Seal up all the cracks around doors and any vents into the room - aim to minimise possible access points of pollutants.

2) Full Lockdown

This signifies an immediate threat to the setting and may be an escalation of a partial lockdown. The aim of a full lockdown is for the setting and its rooms to appear empty.

Immediate action:

- All children and staff should return to/stay in the building.
- External doors should be locked.
- Internal doors might be locked (where a member of staff with a key is present).
- Lock windows, draw blinds, cover internal door windows (so an intruder cannot see in).
- Staff and children to sit quietly out of sight and where possible in a location that would protect them from harm such as gunfire (bullets go through glass, brick, wood and metal.) Consider locations behind substantial brickwork or heavy reinforced walls).
- Turn off lights, smartboards and computer monitors.
- Turn off mobile phones (or at the least turn onto silent so they cannot give away your position).
- A register should be taken and a head count completed of all staff and children at the setting.
- Children should not be released to parents during a lockdown and staff should not leave the premises unless instructed to do so.

The setting policy should include:

- The potential reasons the setting would need to implement lockdown.
- What type of alarm will be used to indicate an emergency i.e. a bell, a whistle etc.
- What means of internal communications will be used i.e. messenger, two-way radios, mobile phone, internal e-mail, texts etc.
- The site plan e.g. the layout of buildings, other building users and their proximity to one another.
- Staff roles and responsibilities, including who will contact the emergency services if required

The written procedure should include:

- How the lock down procedure plan will be triggered, such as by a recognised signal, audible throughout the setting (lockdown should not be triggered using the same method as the fire evacuation procedure).
- How to ensure that children who are outside of the setting building are brought inside as quickly as possible.
- Ensuring that staff check immediately for any children not accounted for (and instigate an immediate search for any missing children).

- Ensuring that staff and children are moved away from windows and doors.
- How staff maintain calm and reduce anxiety and panic for children, other staff and the public including parents.
- How and when communication with the emergency services will take place.
- How the setting will communicate with parents.
- How staff will be informed it is safe for lockdown to cease.

Communication

Parents should be notified as soon as it is practicable to do so via the setting's established communications system. It may be useful as part of your contingency plan, to establish a network with key parents in different parts of the network agreeing to pass on information to named others (cascades). Websites could be used to inform and update parents and a recorded message could be placed on the answer phone.

Parents should know that the setting has a lockdown procedure and the reasons why lockdown might be necessary. Parents should be given enough information about what will happen so that they:

- Are reassured that the setting may need to undertake lockdown for their child's safety and welfare.
- Do not contact the setting during lock down as this could block telephone lines that are needed for contacting emergency services. Do not come to the setting during lockdown as this may place themselves and others in danger.
- Wait for the setting to contact them about when it is safe for them to come and collect their child.

After lockdown has taken place:

A letter to parents should be sent home as soon as possible following any serious incident to inform parents of context of lockdown.

Following the need for lockdown, the setting management should create a full record of the event. Policies and procedures should be reviewed as soon as possible to identify any areas for potential development.

For all Ofsted registered settings, a notification of a significant incident must be made to Ofsted within 14 days (preferably as soon as possible after the incident)

This policy was adopted by

Stretton Pre-School

On

01 November 2022

Date to be reviewed

Annually

Signed on behalf of the provider

E. Greenfield

Name of signatory

Emily Greenfield

Role of signatory

Chair Person

