



## **Lockdown Policy**

**Preschool Manager: Nicky Benson-Dare**

**This policy will be reviewed annually. It will also be revised following any concerns and/or updates to national and local guidance and procedures.**

## Statement

St. Peter's Busy Bees Pre-school recognises the safety of children, staff and visitors as being its highest priority. Where there is a perceived threat to the pre-school, its staff, children and/or visitors, a lockdown may take place.

## Aim

We aim to ensure the safety of everyone in the setting in any situation where an unauthorised person or persons, who are also potentially dangerous, are either in or trying to gain entry to the pre-school grounds; or if we have intelligence that such persons are in the vicinity and pose a threat. Normally the emergency services will advise the best course of action in respect of a prevailing threat.

## Procedures

A lockdown will be initiated by the person raising the alarm blowing their whistle **THREE** times and shouting "lockdown." Staff will then follow the **CLOSE** guidance:

**C**lose all windows and doors

**L**ock up

**O**ut of sight and minimise movement

**S**tay silent and avoid drawing any attention

**E**ndure, be-aware that you may be in lock down for some time.

Based on this guidance, the following procedures will be followed:

- On hearing the lockdown signal a member of the management team or the person raising the alarm will call 999
- Members of staff will immediately alert other staff, children and visitors and ensure that any who are outside are brought inside as quickly as possible
- Staff, children and visitors will go into the storage room
- All external doors and windows will be closed and locked, and the blinds drawn if possible
- Once everyone is in the storage room, the door will be locked and barricaded from the inside
- Children will be kept calm and quiet and all phones should be silenced
- The pre-school will remain in lockdown until the all clear message is given

It is important that staff do not use the pre-school phone unless it is to call the emergency services; this is to ensure that the line is free to receive incoming calls from the emergency services.

Parents will be notified of the situation as soon as it is practicable but the timing of this will depend on the circumstances of the lockdown and the advice from the emergency services. We completely understand parents' anxieties in such situations but they should keep at a safe distance from the pre-school until the emergency services give the all clear and, for their safety, children will only then be released to parents.

It is vital that our lockdown procedures are familiar to all members of staff. To make sure this is the case, a lockdown drill will be carried out at least termly. Records of all drills will be kept.