

Breton Pre-school



& Playgroup

Lockdown Policy & Procedure

Go in, Stay In, Tune In

Brereton Pre-School & Playgroup recognises the potentially serious risks to children, staff and visitors in emergency or harmful situations. A lockdown may take place where there is a perceived risk of threat to the pre-school, its staff, children, visitors or property. Where possible, the Pre-school 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 school grounds.
- In instances included 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.
- In emergency situations within the environment of the setting where there is potential risk from spills or poisonous fumes.
- When a dangerous animal is in the vicinity of the pre-school.

A lockdown will be initiated by a recognisable signal of 3 whistle blows followed by 1 long ring of the fire whistle. Lock down procedures will be practiced from time to time to ensure that staff and children 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:

- On hearing the lock down signal (Three long whistle blows followed by one long ring of the fire whistle) the Pre-School Manager and/or Deputy will call for assistance using 999.
- If possible contact the main school and notify them of the situation.
- Staff to guide all children inside if playing outside.
- Staff to do a head count immediately & call a register.
- Staff to lock the front outer door, internal reception door, the side door and the back door.
- Staff to secure and obscure windows and block cracks in doors during toxic fume incidents.
- Supervise, ensuring everyone remains out of sight and sitting quietly.
- No one should be allowed out of the room or safe area during a lockdown procedure
- Remain in lockdown until the all-clear has been given by the police.
- The manager will call the parents/carers and the chairperson (if not already contacted) to inform them of the incident.
- Records will be made of the event and actions taken will be recorded in our incident book.
- Ofsted and Early Years will be informed within 24 hours of the incident taking place.

Parents should:

- Not contact the setting during lockdown as this could block the telephone lines that are needed for contacting the emergency services.
- 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 collect their child/children.