



Lockdown policy

This policy was adopted by the Kingswood Pre-School Group on 07/02/2019

Policy review date: 07/02/2022

Signed:----- Date:-----

(Hayley Roberts – Chairperson of Kingswood Pre-School Group)

Policy Statement

A lockdown occurs when circumstances dictate that the safety of the children and staff is better ensured inside the current building, with doors and windows locked and curtains drawn. Children would be moved away from the windows and doors for prime safety. The Lockdown procedure may be activated in response to any number of situations, but some of the more typical might be;

- A report or incident in the local community (with potential to pose a risk to staff and children in the pre-school).
- An intruder on the pre-school site (with potential to pose a risk to staff and children in the pre-school).
- A warning being received regarding a risk locally.
- A major fire in the vicinity of the pre-school.

PROCEDURE

Management of the situation will depend on the circumstances presented.

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

The following three stages must be followed;

STEP 1 GO IN

STEP 2 STAY IN

STEP 3 TUNE IN

Initial Notification

In the event of an incident requiring 'Lockdown' the person witnessing the incident must try to notify the person in charge to raise the alarm. The most senior member of staff will determine the risk and the need for lockdown. The alarm will be raised by the calling out of the word LOCKDOWN. Emergency services will be called if necessary.

Movement around the building

All children, staff and visitors will remain in the area that they are in, if safe to do so. If the children are outside playing, staff are to promptly direct children into the building, if it is safe to do so. When children are gathered they will be seated on the floor away from the windows in the most suitable room in the building. Staff will make efforts to close all doors and lock if able to do so. All lights are to be turned off. Staff must try to ensure (as best possible) children are kept calm and as quiet as possible. Staff are to keep alert to the emotional needs of the children, by doing quiet activities to keep children engaged.

All children to remain in most suitable room depending on the circumstances.

If possible doors must be barricaded and the phone kept to hand with children's home contact details.

A register/headcount should be taken to ensure everybody present.

All Clear Signal

The all clear signal will be signalled by the person in charge. That person will inform all concerned.

A log will be made of the incident, relevant authorities will be informed, parents notified and incident investigated.