

1.23 Security Lockdown Policy

Lockdown procedures should be seen as a sensible and proportionate response to any external incident which has the potential to pose a threat to the safety of children and adults in the setting.

In the event of an incident, 'lockdown' of Little Avenues Pre-school is an emergency procedure to secure and protect children and adults near an immediate threat.

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.
2. An intruder onsite.
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.

Lockdown procedures

A lockdown will be initiated by a member of staff ringing the triangle saying "lockdown".

If required the manager will immediately call 999 (or 101).

Staff will gather all children on the carpet and will complete a head count of children whilst the deputy manager quickly checks the premises for any other children.

Staff will secure all windows and doors and close all blinds.

Everyone will remain out of sight until further instructions are received from the emergency services.

The staff will attempt to keep the children as quiet and calm as possible until the dangerous situation is over.

As soon as the emergency services arrive, it is essential staff comply with instructions at all times.

After the incident, the manager will log the incident, inform relevant authorities, parents etc and investigate the incident, reviewing policies and risk assessments if needed.

In the event of lockdown we will notify parents as soon as we know. It is essential the guidance is followed to keep all in lockdown safe from harm until the emergency services give the all clear.

The message will be similar to the message below; *'Due to an incident we have been advised by the emergency services to secure the premises and stay put until we are given the 'all clear'. Please do not attempt to collect your child until it is safe to do so. We will let you know as soon as we are able when that is likely to be. In the mean time we need to keep our telephone lines clear and would appreciate your cooperation in not calling unless it is absolutely vital that you speak to us.'*

This policy was adopted by Little Avenues Pre-school 15/11/19

Manager's signature _____ Date _____