

Emergency Lockdown policy (Threat)

As per our Fire Safety and Emergency Evacuation Policy, under normal circumstances, we would evacuate the building and ensure that the children, staff and visitors were a safe distance away from the playschool building. However, we have been notified that we need to put into place a policy in the event of being advised to go into lockdown. The policy ensures that the building is secure, and the aim is to protect all of the occupants inside the premises if there were a threat in close proximity to the playschool.

Procedures

The management, (Early Years Manager, Business Manager and Deputy Early Years Manager), needs to act quickly to assess the likelihood of immediate danger in the event of a local incident. In most cases, the assumption should be that it is better to stay put and go into lockdown until the emergency services arrive.

Lock down will be signalled by one long blast on a whistle (kept in the 'in-betweeny' key box)

Once the emergency services are on the scene, the management will comply with their specific instructions.

The Management will ...

- Contact emergency services unless we have been contacted by them to advise us of the risk.
- Ensure that all staff and children stay in their designated areas; secure all doors and windows; await further instructions. The designated areas are as follows;
 - The in-betweeny (minimal space)
 - The children's toilet (limited space)
 - The main room (if accessible – i.e. the threat is not at the back of the building)
 - The quiet room (if accessible – i.e. the threat is not at the front of the building)
 - The front office (if accessible – i.e. the threat is not at the front of the building)
- Take essential medicines for children into designated areas if safe to do so.
- Close curtains and blinds where possible.
- Stay away from windows and doors.
- Stay low and keep calm and encourage the children to be calm and quiet.
- **DO Not** make non-essential calls in order to leave the landline free for correspondence.

During lockdown.

- The door(s) will not be opened until it has been confirmed that the emergency services are on the scene and are in control of the situation.
- There will be no moving about the pre-school between the designated safe areas.
- Do not contact the emergency services (999) unless there is significant danger to the occupants' safety, or we feel we have critical information.
- A senior manager in contact with the emergency services will advise the staff as to when lockdown has ended.

After lockdown.

- We will cooperate fully with the emergency services in order to evacuate the building safely.
- We will ensure we have the register and children's contact information with us as we leave the building.
- We will ensure that any staff that have witnessed an attack or incident tell the police what they saw.
- Ensure that any other relevant individuals remain available for questioning if required.

All employees must...

- Familiarise themselves with the Emergency Plan, including the designated safe areas.

Risk assessment for people with disabilities

Depending on individual needs of adults or children a Personal Lockdown Plan will be devised to meet there individual needs.

This policy was reviewed by the Early Years Manager: Debbie Arnett and adopted by Hartfield Playschool staff and trustees in September 2019.

Reviewed and updated: September 2020 Reviewed and update: June 2022