

## Child Protection

# Lockdown Policy



Wroughton Preschool 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 preschool, its staff, children, visitors or property.

Where possible, the preschool 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 preschool grounds
- in instances including 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 environs of the preschool where there is potential risk from spills or poisonous fumes.

**A lockdown will be initiated by a recognisable signal of a continuous whistle – this is clearly distinguishable from the fire alarm which is 3 short whistles Lockdown procedures will be practised once a term so that staff and children are familiar with them.**

## Practice & Procedure

Follow the **CLOSE** Procedure

**C**lose all windows and doors

**L**ock up

**O**ut of sight and minimise movement

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

**E**ndure. 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 the Supervisor or Deputy Supervisor will call for assistance - **999**

Staff will lock all doors, windows and draw blinds on all windows.

One long whistle will signal lockdown procedures to take effect immediately

Upon hearing the Lockdown signal these steps will be followed;

1. Staff to secure all windows and doors, if anyone is outside, call them in.
2. Close all blinds
3. Instruct children to sit on floor and keep them calm
4. Collect medical box, register and phone
5. Do a head count immediately and register
6. Supervise, ensuring everyone remains out of sight and are sitting quietly

7. No one should be allowed to leave the room during a lockdown procedure
8. Remain in lockdown until the all-clear has been given and normal situation resumes – single short repeated rings will signal the all clear.

### Go In, Stay In, Tune In

Local Industrial accidents e.g. building on fire with hazardous fumes may also necessitate sheltering inside the preschool building. All doors and windows should be kept shut and appliances such as extractor fans to be switched off. The emergency services and/or local authority will give the all clear. Information may also be broadcasted on local radio or television.

### Evacuate

Some examples of circumstances when it may be appropriate to evacuate a building include fire, bomb threats, gas or chemical leaks, explosions or substantial damage to the building - The Fire Safety and Emergency Evacuation policy and procedures should be followed in these circumstances.

### Internal Threat Response

1. Person in charge will ensure the security of all personnel in the vicinity near the threatening situation. This may require removing the rest of the staff/children outside or to another room and locking in to prevent entry.
2. Staff member or supervisor will sound the alarm and inform the emergency services
3. Do a head count immediately. Ensure all children remain out of sight and sit quietly.
4. Remain in lockdown until the all clear message is given.

**At no time will staff attempt to physically remove an unwanted visitor.  
Stall will follow the directives of Police as instructed or requested.**

**After the danger has passed and it is safe for us to leave the safe place we will –**

- Gather the children into the book corner whilst the Lead Practitioner calls parents/carers to inform them of what has happened.
- **Ofsted and Early Years** will be informed of the incident **within 24 hours** of it happening.

### Other policies

The Lockdown should be used in conjunction with:

- Fire Safety Emergency Evacuation Policy

### Authorisation and review

This policy was adopted at a meeting of Wroughton Preschool

Held on \_\_\_\_\_

Date to be reviewed Yearly at AGM

Signed on behalf of the management committee \_\_\_\_\_

Name of signatory \_\_\_\_\_

Role of signatory (e.g. chair/owner) \_\_\_\_\_

Chairperson

