

8.10 Lockdown Policy

Policy statement

We recognise the potentially serious risks to children, staff and visitors in emergency or harmful situations. Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of children and staff (including volunteers and visitors) in the Preschool. Our procedures aim to minimise disruption to the learning environment whilst ensuring the safety of all children and staff.

A lockdown may take place where there is a perceived risk of threat to the Preschool, our staff, children, visitors or property, including:

- An intruder on the preschool and/or primary school site;
- A reported incident/civil disturbance in the local community with the potential to pose a risk to children and/or staff;
- A warning being received regarding a risk locally of air pollution (smoke plume, gas cloud etc.);
- A major fire in the vicinity of the Preschool;
- The close proximity of a dangerous dog roaming loose.

Lockdown procedures will be practised weekly from time to time so that staff are familiar with them.

Procedures

- The manager or Fire Safety Officer will initiate the lockdown by sounding **4 x 4 blasts on the whistle** which is kept on a hook by the doors to the garden.
- Staff from Duxford Primary School may also initiate a lockdown by showing coloured cards and blowing their whistle if they are playing outside. We will respond to both alerts in the same way.
- The manager or deputy manager will call 999 for assistance or activate the fire alarm if this is not possible.
- The remaining staff will work calmly but quickly to gather all the children together by ringing the bell, bringing them in from outside where necessary and take them into the resources cupboard. Any boxes our resources on the floor of the cupboard should be moved into the main room.
- The staff will calmly sit the children down in the resources cupboard and will try to help them to remain calm and quiet until the dangerous situation is over.
- The Manager or Fire Safety Officer will:
 - secure all external doors to the garden and manually lock the external door using the key;
 - secure all the windows and draw the blinds in the main room, office resources cupboard; and
 - turn off the lights in all rooms of the Preschool as well as the whiteboard.
- The Fire Safety Officer will gather the iPad containing the register and emergency contact list, visitor book (if visitors are present), mobile phone and first aid box, and then return to the resources cupboard with the rest of the staff and children, closing and locking the door.
- The manager or deputy manager will complete a headcount of all the children and staff whilst the other member of management will quickly check the premises and garden for children/staff. They will then return to the resources cupboard. We will follow the Missing Child policy for any children not accounted for.

- The chair of the management committee and members of staff expected at the setting will be informed of the situation using the setting's mobile phone.;
- At no time will staff attempt to physically remove an unwanted visitor;
- It will not be possible to collect children from the Preschool during lockdown, and no staff will leave the premises unless instructed to do so.
- We will not answer the telephone during a lockdown, and if we need to contact Duxford Primary School, we will use the setting's mobile phone.
- Should evacuation of the Preschool be required, our emergency evacuation procedure will be followed as per the Fire Safety and Emergency Evacuation policy.
- The Preschool will remain in lockdown, with children remaining out of sight in the office until the lockdown has been lifted by the emergency services, or when we are completely sure that the danger is over.
- Lockdown is lifted when a member of staff blows a continuous note on the whistle. (Duxford Primary School will also do the same to indicate their lock down is finished).
- Parents and carers of children in session will be informed of the incident as soon as practical.
- We will then leave our safe place and continue our activities as far as possible.
- Records will be made of the event and the actions taken will be recorded in our Incident book. Ofsted and EY will be informed within 24 hours of the incident occurring. All relevant policies and procedures will be reviewed to ensure best practice for the future.
- After any emergency situation at the Preschool, the manager and chair of the management committee will attempt to encourage all staff, families and volunteers that may have been affected by the emergency to get in contact with relevant support agencies.

Version	Changes Made	Author	Date	Review Date
1.0	Baseline version	P Eccleston	26 th April 2018	April 2019
1.1	Minor formatting changes and updated to provide more detail	N Hanlon	18 th April 2019	January 2020
1.1	Reviewed – no changes	N Hanlon	24 th January 2020	January 2021
1.2	Minor changes to reflect new premises	N Hanlon	20 th January 2020	January 2023
1.3	Minor changes	N Hanlon	22 nd November 21	January 2023
1.3	Reviewed – no changes	N Hanlon	15 th January 2023	January 2025
1.4	Minor changes to reflect new premises	N Hanlon	8 th September 2024	January 2025