



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 from time to time so that staff are familiar with them.

Procedures

- The manager will initiate the lockdown by sounding **4 x 4 blasts on the whistle** (*hanging in the staff cupboard in the main hall*)
- The manager or deputy manager will call 999 for assistance.
- The manager or deputy manager will record a message for the answer phone, informing anyone who calls that we are in lockdown for the children's safety and that we will not answer the telephone. It must also inform parents that they should not attend the premises as this may put themselves and others in danger but that parents/carers will be informed by Preschool staff when it is safe for them to attend.
- Staff will work calmly but quickly to gather all the children together, bringing them in from outside where necessary and take them into the children's bathroom.
- The staff will calmly sit the children down in the bathroom and will try to help them to remain calm and quiet until the dangerous situation is over.

- A member of staff will be instructed to:
 - secure all external door and internal doors leading to the rooms in use by the Preschool
 - secure all the windows and draw curtains in the main room and office; and
 - turn off the lights in all rooms of the Preschool
- A member of staff will gather the register, visitor book, emergency contact list, landline phone, mobile phone and first aid box, and then return to the bathroom with the rest of the staff and children, closing and locking the bathroom 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. 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 or landline.
- 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.
- 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 bathroom 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.
- 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 EYA 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.

This policy was adopted by

Mother Goose Pre-school

On

16th April 2018

Signed on behalf of the provider

Name of signatory

Role of signatory (e.g. chair, director or owner)

Committee Chair

Baseline Version	16th April 2018		
Reviewed on:	Changes made:	Reviewed by:	Review date:
18 th April 2019	Minor formatting changes and updated to provide more detail	Jacqui Avory Pre-school Manager	April 2020
April 2020	No changes	Jacqui Avory Pre-school Manager	April 2021
April 2021	Reviewed -no changes	Jacqui Avory Pre-school Manager	April 2022
10 th April 2022	Minor changes	Jacqui Avory Pre-school Manager	April 2024
25 th April 2024	Reviewed -no changes	Jacqui Avory Pre-school Manager	April 2026
12th April 2025	Reviewed -no changes	Sera Hagger Pre-school Administrator	April 2026
13th November 2025	Location of lockdown changed to children's bathroom.	Sera Hagger Pre-school Administrator	April 2026
April 2026	Reviewed -no changes	Sera Hagger Pre-school Administrator	April 2027