



## Lock down Procedure

March 2024

An evacuation or lock down occurs when circumstances dictate that the safety of the children and staff is better ensured inside the current buildings, with doors and windows locked and blinds/curtains drawn. Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

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

Management of the situation will depend on the circumstances presented and could include:

- The safety of all personnel is the primary focus in managing the situation – notification and reporting are secondary to safety issues.
- Remain calm – it is important not to convey any sense of panic or danger to our children.
- Consider activities that will distract them such as making a den and having a picnic.
- Move slowly.
- Obey instructions.
- DO NOT PROVOKE AN INCIDENT
- The most senior staff member on site (manager) will alert other staff calmly and quietly, using the phrase 'lock down' to initiate lock down. If appropriate, they will contact the police on 999, making them aware of the situation, at the earliest opportunity. They will also alert the adjoining school of any incidents that may also affect the safety of their children and/or staff
- Staff to lock all external doors and windows and pull blinds down.
- If any children and adult are in the outdoor at the alert of a lockdown, the adult will bring all children into the building via the nearest entrance.
- Depending on the circumstances, staff will ensure children remain inside the building with locked doors and windows and blinds pulled down, in an area staff deem safest, or children will be evacuated in a quiet and orderly manner away from the situation to a safe area defined by staff or police.



- If there is police involvement, the officer in charge will evaluate the situation and notify the manager when the site is safe and/or if any further action is needed.
- If the lock down persists for an extended period of time or occurs at drop-off/pick-up times, the manager will decide how best to liaise with parents/carers outside the building so as not to cause alarm.
- 'All clear' will be given by the manager - children must not be moved until the all clear is given, unless in exceptional circumstances (i.e. somebody outside the window/door) in which case find another area of safety.
- Once it is confirmed that all children and staff are safe, the manager will need to record and report the incident directly to the owner/police/Ofsted etc.
- **Safest place: adult toilet**
- **Manager to take phone and contacts to safe place with children.**

<b>Adopted on:</b>	8 <sup>th</sup> March 2024
<b>Adopted by:</b>	Sophie Mills, Pre-School Manager Hannah Holland, Chair of Trustees
<b>Next Review Date:</b>	8 <sup>th</sup> March 2025