



Lockdown Procedure

There may be times when it is necessary to initiate a lockdown procedure. The most senior member of staff on site will make the decision to start lockdown, this may be based on information from emergency services or direct observation of a threat in the immediate area.

There are two stages of lockdown:

Amber lockdown when there is a risk and all staff and children will be moved inside with doors and windows locked but normal activities continue.

Red lockdown when the risk is high and imminent and all staff and children will gather in the main classroom with all blinds drawn. Staff and Children will remain quiet and calm and await instruction from the emergency services.

For both Amber and Red Lockdown the senior member of staff will gather all children and staff into the main classroom as quickly as possible and communicate to all staff members that lockdown is in place.

The most senior member of staff will ensure that all external doors and windows in the building are closed and locked. If a RED lockdown all blinds will also be closed.

The Red grab bag and also landline phone will also be taken into the classroom.

The most senior member of staff will ring 999 and seek advice from the police.

They will then contact Juliet and Dawn by telephone if not on site.

Juliet or Dawn to contact both school and Marion to advise of situation.

One member of staff will send the following text message to all parents:

Due to an incident we have been advised by the emergency services to secure the premises and stay put until we are given the 'all clear'. Please do not attempt to collect your child until it is safe to do so. We will let you know as soon as we are able when that is likely to be.

In the meantime we need to keep our telephone lines clear and would appreciate your cooperation in not calling unless it is absolutely vital that you speak to us.

The other members of staff will ensure that the children are engaged in a quiet activity and remain calm.

The mobile phone should be used for outgoing calls leaving the landline clear for emergency services to contact the setting as required.

All instructions from the emergency services should be followed.

DO NOT OPEN THE DOOR UNLESS YOU ARE SURE IT IS THE EMERGENCY SERVICES.

If the fire alarm sounds stay where you are and ring 999 for advice.

In the event of an incident it is inevitable parents will want to come to the setting and collect their children immediately.

They must be discouraged from doing so, until the emergency services give the all clear.

Even then, depending on the severity and type of incident, children may need to be checked by medical teams or questioned by the police.

It must be made absolutely clear to parents that you will be acting on the advice of the emergency services at all times.

SEP

A message will also be posted to our Facebook page stating we are in lockdown.

We will practice this procedure at least once every half term and log when this was done and which staff are present.

This policy was adopted by Chalke Valley Playschool

On 18/09/19

Date to be reviewed 18/9/2021

Signed on behalf of the provider

Name of signatory Juliet Pearce

Role Business Manager