



## **Lockdown Policy**

Date: 26/04/2021

Review Date: 26/04/2022 (or when required)

### **Statement:**

To ensure the safety of our children, families and staff at all times. To ensure all staff have sound knowledge and understanding of this policy and have had opportunities to practice the procedure

### **Aim:**

Lockdown procedures should be seen as a sensible response to any external incident which has the potential to pose a threat to the safety of children and adults in the setting.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

1. A reported incident or disturbance in the local community (with the potential to pose a risk to children and adults in the setting)
2. An intruder onsite (with the potential to pose a risk to children and adults in the setting)
3. A warning being received regarding an environmental risk locally, of air pollution (smoke plume, gas cloud etc.)
4. A major fire in the vicinity of the setting
5. The close proximity of a dangerous animal

### **Partial Lockdown:**

A partial lockdown is a precaution aimed to keep children and staff safe while remaining indoors. This may be as a result of a reported incident/civil disturbance in the local community with the potential to pose a risk to children and staff in the setting. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

In a partial lockdown staff and children should remain in the building and all doors leading outside should be locked. No-one should be allowed to enter or leave the building; however the setting can continue as usual.

### **PARENTS SHOULD NOT:**

- CONTACT THE SETTING DURING LOCKDOWN AS THIS COULD BLOCK TELEPHONE LINES THAT ARE NEEDED FOR CONTACTING EMERGENCY SERVICES

- SHOULD NOT COME TO THE SETTING DURING LOCKDOWN AS THIS MAY PLACE THEMSELVES AND OTHERS IN DANGER
- WAIT FOR THE SETTING TO CONTACT THEM ABOUT WHEN IT IS SAFE FOR THEM TO COME AND COLLECT THEIR CHILD

**What usually happens during partial lockdown?**

- All outside activity to cease immediately, children and staff return to building. All staff and children should remain in the building and external doors and windows and the garden gate should be locked.
- Free movement may be permitted within the building dependent upon circumstances
- In the event of an air pollution or chemical, biological or radiological contaminants issue, air vents, fans, heating and air conditioning systems should be closed or turned off.
- Seal up all the cracks around doors and any vents into the room – aim to minimise possible access points of pollutants

**Full lockdown:**

This signifies an immediate threat to the setting and may be an escalation of a partial lockdown

**Immediate action:**

- All children and staff should return to/stay in the building
- External doors should be locked
- Lock windows, cover windows, cover front door windows (so an intruder cannot see in)
- Staff and children to sit quietly out of sight and where possible in a location that would protect them from harm such as gunfire (bullets go through glass, brick, wood and metal).
- Turn off lights, computer monitors
- Turn off mobile phones (or at the least turn onto silent so they cannot give away your position)
- A register should be taken and headcount completed of all staff and children at the setting
- Children should not be released to parents during a lockdown and staff should not leave the premises unless instructed to do so

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**Pippins Preschool Procedure for full lockdown:**

- All staff have been told to be vigilant and if they see something which is likely to cause harm to immediately shout “LOCK DOWN, LOCK DOWN, LOCK DOWN” so that everyone can hear, alerting staff outside by opening the door and shouting the alarm call. Count the children as they come inside, checking the total with the register. Immediately check in the garden if any children are found to be missing.
- On hearing this alarm call all staff to bring registers, telephone and the children’s details folder and guide children and any visitors/students etc. into the two bathrooms. Checking each area is empty as they go, locking external gate, doors and windows and turn off lights.

Then...

- One member of staff immediately counts the children/ staff and check against totals in register. If a child or staff member is missing the Manager (or senior staff member in her absence) to search in the building and bring them back to the bathrooms as quickly and quietly as possible.
- Remaining staff sit with the children to help keep as calm and quiet as possible.
- TURN LIGHTS OFF AND KEEP THE GROUP AS QUIET AS POSSIBLE
- Pippins mobile phone is on top of the cupboard in the hall
- The folder with the children’s details is in the cupboard in the hall
- Turn mobile phone to silent.
- A senior member of staff to ring 999 to report the incident and follow their instructions
- If a group are on an outing when the incident occurs, a staff member to telephone them to tell them NOT to return to the preschool until the all clear has been given. If it is safe to do, the group should stay where they are e.g. in the park at the local school. If they are on their way back to the preschool, to stop and go back to the venue and stay there until advised otherwise. (This group will have their own mobile with them). The staff on the outing to ring the police for advice. If safe to do so, we would suggest to parents to collect their children from the venue. If not, we would remain there until it was safe to leave and return to Pippins.
- We would remain in the bathrooms until told otherwise by the authorities, supporting the children and each other, for as long as necessary
- If the incident is being dealt with by the authorities and we are not directly affected and have been told to do so by the police, we will leave the bathroom area and return to the classrooms in the hope to reduce the stress on the children as much as possible.

- We would remain within the preschool building (not venturing into either the front or back garden) until the all clear has been given by the authorities.
- On being told to do so by the police, we would contact parents to notify them of the incident. The preschool telephone would be manned to receive incoming calls.

**To reduce the risk of someone entering the building to cause harm, procedures include:**

- A visitors policy and procedure
- An arriving and departing policy and procedure
- Student, volunteer and temporary staff policy and procedure
- A member of staff is at the school gate or front door during drop off and pick up times
- The gate and front door is locked after these busy times
- The door to the garden are always locked when the children are not in the garden.
- Children are signed in and out
- Visitors are signed in and out
- Staff are signed in and out
- We have a password and ask for a description of anyone collecting a child who we haven't seen before
- Parents are told to inform us if anyone other than themselves are collecting/dropping off their children
- Outside lights so we can see when it gets dark

**After lockdown has taken place:**

- A letter to parents will be sent home as soon as possible following any serious incident to inform parents of context of lockdown.
- Following the need for lockdown, the setting management will create a full record of the event.
- Policies and procedures will be reviewed as soon as possible to identify any areas for potential development.
- A notification of significant incident will be made to Ofsted within 14 days (preferably as soon as possible after the incident).

PLEASE NOTE: Staff will practise this during their termly inset days. Staff will practice this with children however it will be done in a fun way with songs and stories so as not to cause any distress to any of the children.