

Stockland and Yarcombe Pre-school

Emergency Lock-down Policy and Procedure – January 2025



Lockdown

Go In, Stay In, Tune In

Stockland and Yarcombe Pre-School recognises the potentially serious risks to children, staff and visitors in emergency or harmful situations.

The guidelines here detail how best to ensure the safety of children, parents and staff in the event of a local threat or emergency situation which may result in our setting being placed into a security-related lockdown.

Most procedures for handling an emergency are focussed on an event happening in the building. However, in some situations it is best to stay put (lock-down) rather than evacuate. 'Lock-down' of a building/group of buildings is intended to secure and protect occupants in the proximity of an immediate threat. By controlling movement, emergency services can handle the situation more effectively.

A lockdown may take place where there is a perceived risk of threat to the pre-school, its staff, children, visitors or property. Where possible, the Pre-school will act to ensure the safety of all personnel in the setting in the following situations:

- In the event that unauthorized person(s) considered dangerous, are on Pre-School
- In instances included domestic breakdowns where estranged parties are attempting to abduct children.
- In instances where personnel, students, volunteers or staff from within the setting become a threat to the well-being of others.
- In emergency situations within the environment of the setting where there is potential risk from spills or poisonous fumes.

A lockdown will be initiated by a recognisable signal of whistle blows followed by the word 'Lockdown' being shouted amongst staff. Lock down procedures will be practiced from time to time to ensure that staff and children are familiar with them.

- The setting manager assesses the likelihood of an incident happening based on their location: The setting manager will risk assess the likelihood of an incident happening in our area.
- The setting manager ensures that the emergency evacuation and lockdown procedures are included in staff training and induction.
- The setting manager will check their police website for advice and guidance.
- Local police contact numbers are clearly displayed for staff to refer to.
- Staff rehearse simple 'age appropriate' actions with the children such as staying low to the floor, keeping quiet and listening to instructions. Lock-down should be rehearsed and recorded termly.
- The setting manager is aware of the terrorist alert level, as available at www.mi5.gov.uk/threat-levels.
- The setting manager follows any additional advice issued by the local authority.
- Emergency procedures are reviewed and added to if needed.
- Information is shared with parents/carers and all staff are aware of their role during 'lockdown.'
- An email/phone message is issued to parents/carers when lockdown is confirmed.

Suggested wording for parent/carer message

Due to an incident, we have been advised by 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 to, 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 vital that you speak to us.

Lock-down procedures

If an incident happens the setting manager assesses the likelihood of immediate danger. In most cases the assumption will be that it is safer to stay put and go into 'lockdown' until the emergency services arrive. As soon as the emergency services arrive at the scene staff comply with their instructions.

Follow the CLOSE Procedure:

- Close all windows and doors.
- Lock up.
- Out of sight and minimise movement.
- Stay silent and avoid drawing any attention.
- Endure. Be aware that you may be in Lockdown for some time.

The following steps provide guidelines for staff, students and visitors in an emergency situation:

1. On hearing the lock down signal the Pre-School Manager and/or Deputy will call for assistance by calling 999.
2. Staff will lock the front outer door and internal hall door and the back door.
3. Three whistle blows and calling of the word 'Lockdown' will signal lockdown procedures to take effect immediately.

During 'lock-down'

Upon hearing the Lockdown signal, these steps will be followed:

1. Staff to guide all children into the hall if playing outside. Staff to secure all windows and doors. Instruct children to move into the agreed storage room (otherwise used as the bar) and keep children calm.
 2. If anyone is outside, call them in. Collect medical box, register & phone.
 3. Do a head count immediately & call register.
 4. Supervise, ensuring everyone remains out of sight and are sitting quietly.
- Staff and children stay in their designated areas if it is safe to do so. No one should be allowed out of the room or safe area during a lockdown.
 - Doors and windows are secured until further instruction is received.
 - Curtains and blinds are closed where possible.
 - Staff and children stay away from windows and doors.
 - Children are encouraged to stay low and keep calm.
 - Staff tune into a local TV or radio station for more information.
 - Staff do NOT make non-essential calls on mobile phones or landlines.
 - If the fire alarm is activated, staff and children remain in their designated area and await further instructions from emergency services, unless the fire is in their area. In which case, they will move to the designated area.
 - Remain in lockdown until the all-clear has been given by the police.

The door will not be opened once it has been secured until the manager is officially advised "All clear or is certain it is emergency services at the door."

During lockdown staff do NOT:

- travel from the room.
- assemble in large open areas.
- call 999 again unless there is immediate concern for their safety, the safety of others, or they feel they have critical information that must be passed on.

Following lockdown:

- Staff will cooperate with emergency services to assist in an orderly evacuation.
- Staff will ensure that they have the register and children's details.
- Staff or children who have witnessed an incident will need to tell the police what they saw. The police may require other individuals to remain available for questioning.
- In the event of an incident, it is inevitable that parents will want to come to the setting and collect their children immediately. They will be discouraged from doing so, until the emergency services give the 'all clear'. Staff will be always acting on the advice of the emergency services.

Recording and reporting

- The setting manager reports the lockdown to the trustees as soon as possible. In some situations, this may not be until after the event.
- A record is completed as soon as possible.

Further guidance

Members of the public should always remain alert to the danger of terrorism and report any suspicious activity to the police on 999 or the anti-terrorist hotline: 0800 789 321.

For non-emergency, call the police on 101.