

## Health and Safety

# Lockdown Policy



### Policy statement

As required under the EYFS, “Providers must take reasonable steps to ensure the safety of children, staff and others on the premises in the case of fire or any other emergency”.

As per our Fire Safety and Emergency Evacuation Policy, under normal circumstances, we would evacuate the building and ensure that the children, staff, and visitors were a safe distance away from the pre-school building. However, we have been notified that we need to put into place a policy in the event of being advised to go into lockdown. The policy ensures that the building is secure, and the aim is to protect all of the occupants inside the premises if there were a threat in close proximity to the pre-school.

### 7 Key features of effective practice

The best for every child	High quality care	The Curriculum	Pedagogy	Assessment	Self-regulation and executive function	Partnership with Parents
<a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1007446/6.7534_DfE_Development_Matters_Report_and_illustrations_web_2_.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1007446/6.7534_DfE_Development_Matters_Report_and_illustrations_web_2_.pdf</a>						

### Procedures

The management needs to act quickly to assess the likelihood of immediate danger in the event of a local incident. In most cases, the assumption should be that it is better to stay put and go into lockdown until the emergency services arrive.

**Lock down will be signalled by one long blast on a whistle (kept by the office to foyer door).**

Once the emergency services are on the scene, the management will comply with their specific instructions.

### The Management will ...

- Contact emergency services unless we have been contacted by them to advise us of the risk.
- Ensure that all staff and children stay in their designated areas; secure all doors and windows; await further instructions. The designated areas are as follows.
  - The toy cupboard (minimal space)
  - The children’s toilet
  - The changing room (if accessible – i.e. the threat is not at the front door)
  - The staff toilet (if accessible – i.e. the threat is not at the front door)

- The home corner on the left-hand side as looked at from the centre of the room (i.e. behind the screen/ bookshelf)
- Take essential medicines for children into designated areas if safe to do so.
- Close curtains and blinds where possible.
- Stay away from windows and doors.
- Stay low and keep calm and encourage the children to be calm and quiet.
- **Not** make non-essential calls in order to leave the landline free for correspondence.

### **When Children are taking part in an activity in the Scout Hut**

- If children are in the Scout Hut, they will be contacted by telephone if there is a lockdown.
- If the threat is to the children/ staff on the Scout Hut then the Pre-School need to be phoned immediately and the blinds pulled down, if safe to do so.
- The children need to keep quiet and go with staff to the designated areas – kitchen area at the back of the Scout Hut.

### **During lockdown.**

- The door(s) will not be opened until it has been confirmed that the emergency services are on the scene and are in control of the situation.
- There will be no moving about the pre-school between the designated safe areas.
- Do not contact the emergency services (999) unless there is significant danger to the occupants' safety, or we feel we have critical information.
- A senior manager in contact with the emergency services will advise the staff as to when lockdown has ended.

### **After lockdown.**

- We will cooperate fully with the emergency services in order to evacuate the building safely.
- We will ensure we have the register and children's contact information with us as we leave the building.
- We will ensure that any staff that have witnessed an attack or incident tell the police what they saw.
- Ensure that any other relevant individuals remain available for questioning if required.

### **All employees must...**

- Familiarise themselves with the Emergency Plan, including the designated safe areas.

### **Risk Assessment on people with disabilities (PEEP)**

- Depending on individual needs of adults or children a Personal Lockdown Plan will be devised to meet their needs.

This Policy was reviewed by	Shereen Milledge - Manager
Adopted by	Liz Chittenden – Health & Safety Lead
Date	November 2022
Review Date	November 2023

**Review Log**

<b>Review Date</b>	<b>Brief Details of Amendments</b>	<b>Amended By</b>	<b>Agreed By</b>
October 2020	None required	Sandra Cawsey	Rotherfield Pre-School Staff and Directors
November 2021	Changes wording due to re-arranging the room	Shereen Milledge	Rotherfield Pre-School Staff and Directors
November 2022	None required	Shereen Milledge	Rotherfield Pre-School Staff and Directors