



Brenchley Preschool Lockdown Procedures.

Key staff and responsibilities

The Preschool senior team in the event of a Lockdown will be;

- Manager - Sian Scovell
- Deputy – Helen Excell
- Teddies Room Leader – Zena Ames.

How to raise the alarm

- To alert other members of staff with the verbal instruction 'Silent sardines' or three short blows of the whistle for full lockdown.
- Children who are outside of the building are to be brought inside as quickly by three short blows of the whistle and support from staff.
- Those inside the school should remain in their classrooms
- All external doors and as necessary windows should be locked (depending on the circumstances, internal doors may also need to be blocked)
- Once in lockdown mode, staff should notify senior team of any children not accounted for they will instigate an immediate search for anyone missing
- Staff should encourage the children to keep calm
- Senior members of staff will establish communication with the school or the emergency services and notify Ofsted of the situation
- Parents will be notified as soon as it is practicable to do so via Email, Tapestry or Facebook Private Group.
- Children will not be released to parents or carers during a lockdown unless advised by the Emergency Services.
- If it is necessary to evacuate the premises senior staff will instigate this.

It is of vital importance that the Preschool's lockdown procedures are familiar to all members of staff at the preschool. To achieve this, a lockdown drill will be undertaken at least twice a year. (This will increase familiarity of the plan).

Partial Lockdown

Alert to staff: 'Partial Lockdown'

This may be as a result of a reported incident or civil disturbance in the local community with the potential to pose a risk to the staff and children in the Preschool. It may also be as a result of a warning being received regarding the risk of air pollution etc.

Immediate Action:

- All outside activity to cease immediately, children and staff to return to the classroom (Staff will be alerted verbally 'Partial Lockdown')
- All staff and children to remain in the classroom and external windows and doors to be locked
- Movement may be permitted within the building dependent upon circumstances but this must be supervised by the Senior Team

All situations are different, once all staff and children are safely inside, senior staff will conduct an ongoing risk assessment based upon advice from the school or emergency services. This can then be communicated to all staff.

'Partial Lockdown' is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

In the event of an air pollution issue, air vents can be closed as an additional precaution. The School or emergency services will advise as to the best course of action in respect of the prevailing threat.

Full Lockdown

Alert to staff: 'Silent sardines' or three short blows of a whistle.

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

Immediate Action:

- All children and staff to return to the classrooms
- Lock all external doors. Classroom doors blocked
- Windows locked, blinds drawn, children to sit quietly out of sight. Teddies children in the Staff/Disabled toilet in the Teddies room in the first instance for a short period of time. Rainbows children in the toilets in Rainbows room in the first instance for a short period of time as soon as we are able the children will be encouraged to go out into the classroom and remain in an unseen location under the tables or in the nook in Teddies room and in the home corner and book corner in Rainbows keeping down low on the floor and remaining quiet.
- Register to be taken and an immediate head count undertaken.

- Staff and children to remain in lockdown until it has been lifted by a senior member of staff or emergency services
- At any point during the lockdown, contact may be made and a verbal message given to evacuate the building.
- During the lockdown, senior staff will keep lines of communication open but will not make unnecessary calls as this can delay more important communication.
- If we evacuate the premises we will make our way to Grays café Side room. The route we take will vary dependent on the emergency services notification. We will either follow our evacuation procedure or the procedure the emergency services give us. We will do our utmost to keep the children safe during this process.

Communication between parents and the Preschool

Preschool lockdown procedures, especially arrangements for communicating with parents, will be routinely shared with parents either by newsletter, via the Preschool website or Tapestry.

In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable.

Parents should be given enough information about what will happen so that they:

- Are reassured that the Preschool understands their concern for their child's or children's welfare and that we are doing everything possible to ensure their safety.
- Do not need to contact the Preschool. Calling the Preschool could tie up telephone lines that are needed for contacting emergency providers
- Do not come to Preschool. They could interfere with emergency providers access to the Preschool and may even put themselves and others in danger
- Wait for the Preschool to contact them about when it is safe for you to come and get your child (children) and where this will be from.

Parents will be told

'The Preschool is in a full lockdown situation. During this period the entrances will locked and unmanned, external doors locked and nobody will be allowed in or out...'

Emergency Services

It is important to keep the lines of communication open with the school and emergency services as they are best placed to offer advice as a situation unfolds. The school site may or may not be cordoned off by emergency services depending on the severity of the incident that has triggered the lockdown. Emergency services will support the decision of the senior staff members with regarding the timing of communication to parents.

Reviewed and Updated:- Monday 1st September 2025.

Signed:

Sian Scovell (Manager)

A handwritten signature in black ink, appearing to read 'Victoria Relle', written in a cursive style.

Victoria Relle. (Chair person)



Brenchley Pre-School Limited

Lockdown Procedures Policy

Staff Member	Signature	Date
Sian		
Helen		
Zena		
Kirsty		
Trina		
Elaine		
Claire		
Eryn		
Lucy		
Lizzie		