



## St James' Preschool (Petts Wood)

### Lock Down Policy

In the event of an unauthorised person or persons trying to enter the pre-school without permission then we will immediately instigate our Lock Down Procedures:

- The **Deputy Leader** will immediately call **999** and ensure that records, mobile phone and medications are taken to our 'safe place'
- The **Manager** and remaining members of staff will ring the emergency bell and gather all the children together in our 'safe place' which is the small hall.
- All hall curtains will be drawn.
- One member of staff will count the children in the group whilst the Manager quickly checks the premises for any other children.
- Once we are sure that all of the children and staff members are accounted for we will barricade ourselves into the room and await police assistance.

**After the danger has passed (as verified by the police) and it is safe for us to leave our safe place we will:**

- Gather the children into the book corner whilst the **Manager** calls parents/carers to inform them what has happened.
- The **Manager** will notify the Chair/Vice Chair of the committee.
- **Ofsted and Bromley Early Years** will be informed on the incident within 24 hours of it happening.

Manager of the Preschool	Rebecca Mason
Signed & Dated by Manager of the Preschool	
Chair of the Preschool Management Committee	Danni Forzoni
Signed & Dated by the Chair of the Preschool Management Committee	
Frequency of policy review	Annual
Date next review due	1st January 2026