FULL LOCKDOWN PROCEDURE

Scallywags’ lock-down policy aims to ensure that all children, staff and visitors remain in a safe and secure location in the event of a possible personal/local threat and that the exposure to danger and possible risk of harm are minimised.

* A lockdown will be initiated by the pre-school leader or manager by ringing the bell to gather all the children together as quickly as possible followed by carrying out a headcount.
* Staff will move the children out of sight to the caterpillar area and close all blinds.
* The manager will ensure the gate and all doors are locked and immediately call 999.
* Everyone will remain out of sight until further instructions are received from the emergency services.
* The staff will attempt to keep the children as quiet and calm as possible until the situation is over.
* The manager will phone/text the parents/carers and the chairperson to inform them of the incident.
* Once the incident is over, we will leave our safe place and continue our activities as far as possible.
* Records will be made of the event and actions taken will be recorded in our incident book.
* Ofsted and the Local Authority will be informed within 24 hours of the incident occurring.

Please also see our Emergency Response Plan Policy

This policy was adopted at a meeting of the pre-school held on 08.10.18.

Signed on behalf of the pre-school Gary Cox

Reviewed: 12.08.18, 08.08.19, 19.07.20, 08.08.21, 17.08.22, 15.08.23