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. (‘Due to an incident, we have been advised 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.)
* 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

Signed on behalf of the pre-school Chris Jones

Adopted 08.10.18

Reviewed: 08.08.19, 19.07.20, 08.08.21, 17.08.22, 15.08.23, 05.08.24, 06.01.25, 05.08.25