



Lock Down Policy

In the event of an emergency or harmful situation which poses a potential and serious risk to staff, children and any visitors on the premises a 'Lock Down' procedure will take place.

Where possible the Preschool will act to ensure the safety of everyone on the premises in the following situations:

- In the event of an unauthorised person(s) who is considered dangerous being on the premises
- In the event of a dangerous animal being on the settings grounds
- In a situation within the environment where there is a potential risk from air pollution, a chemical spillage or poisonous fumes.

Our Lock Down procedure will be initiated by the sound of a whistle being blown by the Manager/Deputy.

Procedure for the Main Room

When the Lock Down signal has been given the Manager/Deputy will collect the register for the children and staff, the visitors book, mobile First Aid Kit, the Children's personal medication, the Preschool's mobile phone containing the contact details for all the children. The Manager/Deputy will immediately call 999.

The members of staff in the main room will gather all the children together and proceed to walk quietly in to the room at the back of the hall.

Upon entering the room, a member of staff will activate the combination lock on the door and bolt the other door leading to the corridor.

A member of staff will count all the children and staff present whilst the Manager/ Deputy quickly and quietly checks the premises for any other children.

They will stay in the room and await further instructions from the Emergency services.

The Manager/ Deputy will converse with the members of staff upstairs using the Preschool phone.

The staff will attempt to keep the children as quiet and calm as possible until the dangerous situation is over.

Procedure for Red Group and Rainbow Children

When the Lock Down signal has been given Mrs Bates or Mrs Burroughs in Red Group will collect their First Aid Kit, the Children's personal medication, the Preschool's mobile phone containing the contact details for all the children.

The staff in both rooms (Red Group and Rainbow Room) will gather all the children together and proceed to walk quietly to Room 2 at the top of the stairs. This will require Rainbow room staff and children going upstairs to join Red Group.

Upon entering the room, a member of staff will activate the combination lock on the door.

When the Manager/ Deputy checks the premises a member of staff at the top of the stairs will communicate how many children they have present.

They will stay in the room and await further instructions from the Manager/ Deputy

The members of staff upstairs will converse with the Manager/ Deputy using the Preschool phone.

The staff will attempt to keep the children as quiet and calm as possible until the dangerous situation is over.

Procedure for the Garden

If the Lock Down procedure needs to be initiated whilst there are children and staff in the garden a whistle will be blown. The children and staff will then walk quickly and calmly back to the church hall once in, they will join the rest of the group in the back room.

Once the danger has passed

When we are completely sure the danger is over, we will leave our 'safe places' and continue our activities as far as possible.

The Manager will phone the parents/carers and the Chairperson (if not already contacted) to inform them of the incident.

Records will be made of the incident and the actions taken in the incident book.

Ofsted and Early years will be informed within 24 hours of the incident occurring.

Last Reviewed: September 2020