** CAPEL PRE-SCHOOL** Reg Charity No: 271366

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LOCKDOWN POLICY AND PROCEDURES

In the event of an incident ‘lockdown’ of a building is an emergency procedure to secure and protect occupants from immediate threat. By controlling movement in an area emergency services can contain and handle the situation more easily.

Lockdown procedures may be activated in response to a number of situations for example:

* A reported incident or disturbance in the local community with a potential to pose risk to the children and adults in the setting.
* An intruder attempting to enter the building.
* Unauthorised person considered dangerous in the vicinity of the setting.
* In instances, including domestic breakdowns, where estranged parties are attempting to abduct children.
* In instances where personnel, students, volunteers or staff within the setting become a threat to the well-being of others.
* Terrorist threat.

A ‘Lockdown’ will be initiated by a member of staff. This will be done by using the whistle doing two short blows and one long blow and shouting lockdown. Staff will then comply with their instructions.

Manager/deputy/Staff will:

* Call emergency services
* Call/text/email administrator and chair person
* Shut all doors, windows and curtains
* Instruct children to go to the cupboard (changing rooms)
* Collect Register and mobile phones
* Collect emergency evacuation bag from kitchen
* Do a head count of children and staff
* Supervise children, keeping them calm and as quiet as possible
* Stay in Safe Area until advised any different by emergency services.

Our Safe Area will be the changing room at the back of the main hall. We will have a box in there at all times containing blankets, snacks, cups, books, drawing paper and pencils, wipes, nappies, spare clothes and the key to exit out of the back door if advised to do so by emergency services.

In the Safe Area there is access to fresh drinking water and toilets.

Staff will have collected the emergency evacuation basket from the kitchen which contains children’s medication, staff medication, and small first aid box.

Children will be supported to stay as quiet as possible and staff will entertain the children with quiet games and activities.

No one will be allowed to leave the Safe Area for any reason during the lockdown.

Once doors are secured they will not be opened until officially advised or until we are certain it is the emergency services at the door.

Parents will be discouraged from coming to the setting until emergency services say it is safe to do so.

Parents should not try calling the setting for updates as it is vital the phone line remains clear.

As far as possible information will be relayed via email, text, social media, phone calls.

The procedure will be practised termly and recorded. In order to not to frighten the children they will be told we are playing ‘mother Hubbard in the cupboard’.

A letter/email will be sent out as soon as possible following any serious incident to inform parents of the context of the lockdown.

Ofsted will be notified asap, within 14 days.

Policies and procedure will be reviewed regularly to identify areas of potential development.