

Whitley Lodge Under Fives

Emergency Lockdown Procedures Policy

At Whitley Lodge Under 5's we recognise the potential serious risks to children, staff and visitors in emergency or harmful situations. A lockdown may take place where there is a perceived risk of threat to Pre-school, the children, staff, visitors or property.

A 'lockdown' will be initiated by a member of staff blowing the whistle. The staff will then gather all the children together and take them inside Pre-school's classroom as quickly as possible. The leader will immediately call 999 and if appropriate the Chairperson.

Lockdown Procedure

The children will be led to the carpet area where they will be out of sight. The leader will complete a headcount of children whilst another member of staff checks the premises for any other children. Staff will secure all windows and doors and close the blinds in the classroom. Everyone will then remain out of sight until further instructions are received from the emergency services. The staff will attempt to keep the children as calm as possible until the situation is over.

When we are advised that the danger is over, we will continue with our normal routine. The leader will contact the parents/carers (if not already contacted) to inform them of the incident. Records will be made of the event and actions taken will be recorded in our incident book. Ofsted will be informed within 24 hours of the incident occurring.

Staff will rehearse and record 'lockdown' procedures termly in an age appropriate manner so as not to scare the children. The children will be encouraged to stay low on the floor and keep quiet and listen to instructions. A quiet story or quiet songs can be sung so as not to frighten the children.