



ENSTONE PRE-SCHOOL

Lock Down Policy and Procedures

Rationale

As part of our Health and Safety policies and procedures, completed in conjunction with Enstone Primary School, the pre-school has a Lockdown Policy. This is designed to ensure that children, staff and visitors are safe in situations where there is a hazard in the pre-school grounds, primary school grounds or outside the pre-school/school in the near vicinity.

A lockdown is implemented when there is a serious security risk on or near the pre-school/school site, but not inside the building, for example; a near-by chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons intent in causing harm/damage.

Notification of Lockdown

Staff will be notified that lock down procedures are to immediately take place if they hear either the primary school's **intermittent alarm bell** (sounded if school pupils are inside the school building), a **continuous hand bell** (rung when school children are outside), the sound of the pre-school whistle (blown three times if pre-school children are outside) or they receive a telephone call from primary school staff who will inform adults by stating **“ATTENTION LOCK DOWN”**

Procedures:

1. These signals will activate a process of children being ushered as quickly as possible into the pre-school building and the locking of the external door(s).
2. At the given signal the children should be escorted onto the carpet area by the pre-school staff. Curtains should be closed and children positioned away from possible sightlines from external windows and doors, insomuch as this is possible. Staff will also ensure that all windows and external doors are closed and locked and lights turned off.
3. The Supervisor or Deputy in Charge should make their way to the kitchen area whilst all other children and staff should remain on the carpet - They should not move about the pre-school room.
4. Staff should offer reassurance and support children to help them keep calm and quiet.
5. Staff to remain in lockdown positions until informed by Pre-school Supervisor or Deputy in Charge, Primary School Head Teacher, Primary School Senior Teacher in charge or Primary School Chair of Governors, either in person or by telephone, that there is an all clear.
6. As soon as possible after the lockdown has been cleared, the register should be called. Should anyone be missing, staff should follow the procedures as set out in Policy No. 1.5 Missing Child.

Staff Roles:

1. Supervisor or Deputy in charge should check all external doors are locked, windows closed and lights turned off before making their way to the kitchen area in order to use and monitor any incoming or outgoing telephone calls.
2. All other staff members should gather the children onto the carpet area, offering support and reassurance to help the children to remain calm and quiet.
3. Staff on the carpet area should draw all the curtains on the windows around the carpet area.
4. If the Lock Down was instigated by an event in or around pre-school, the Supervisor or Deputy in charge should notify Enstone Primary School by telephoning (01608) 677268 stating "Attention Lock Down" and call the police if necessary.

STAFF MUST NOT LEAVE THE PREMISES DURING LOCKDOWN WITHOUT PRIOR AGREEMENT OF THE SUPERVISOR OR DEPUTY IN CHARGE.

Communication with parents

- If necessary parents will be notified as soon as it is practical to do so via phone.
- Depending on the type and severity of the incident, parents may be asked NOT to collect their children from pre-school as it may put them and their child at risk.
- Children will not be released to parents during a lock down.
- Parents will be asked not to call pre-school as this may tie up emergency lines.
- If the end of the day is extended due to the lock down, parents will be notified and will receive information about the time and place children can be picked up.
- A letter or email to parents will be sent at the earliest opportunity following any serious incident to inform parents of the context of the lockdown and to encourage parent to reinforce with their children the importance of following procedures in these very rare circumstances.
- Lock Downs will be recorded in our Incident Record Book and OfSted notified if applicable.

Lockdown drills

Lock down drills will take place a minimum of once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of procedures will take place and be debriefed to staff so any necessary improvements can be made.

Date Adopted: January 2018

Review Date: September 2020

Signature of Committee Chair:

Signature of Supervisor: