

Cold Ash Pre-school: Emergency Lockdown Policy

Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment

Providers must take reasonable steps to ensure the safety of children, staff and others on the premises in the cases of fire or any other emergency, and must have emergency procedures.

Policy statement:

We maintain the highest possible security of our premises to ensure that every child, staff member and visitor is safe during their time with us. However, we recognise the potentially 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 the pre-school.

Procedures:

- Where possible, the pre-school staff will act to ensure the safety of all personnel in the setting in the following situations:
 - In the event that unauthorised person(s) considered dangerous on or near pre-school grounds.
 - In instances, where someone, including domestic parties, are attempting to abduct children.
 - Where staff, students or volunteers from within the setting become a threat to the wellbeing of others.
 - In emergency situations there is potential risk from spills and poisonous fumes from within the setting.
- A lockdown will be initiated by using the phrase “EMERGENCY SITUATION, LOCKDOWN” (all staff to be advised). This is clearly distinguishable from the fire alarm/evacuation signal which is a continuous alarm.
- Lockdown procedures will be practised from time to time so that staff and children are familiar with them.

- During a lockdown we will follow the **CLOSE** procedure:
 - **C**lose all the windows and doors
 - **L**ock up
 - **O**ut of sight and minimise movement
 - **S**tay silent and avoid drawing any attention
 - **E**ndure. Be aware that you may be in lockdown for some time.

LOCKDOWN EMERGENCY PROCEDURE

- THE MOST SENIOR MEMBER OF STAFF IN SETTING WILL TAKE RESPONSIBILITY FOR LEADING STAFF AND CHILDREN DURING LOCKDOWN.
- THEY WILL COMMUNICATE WITH STAFF THAT THERE IS AN “EMERGENCY SITUATION, LOCKDOWN”, OR USE THE AGREED CODE WORD.
- THEY WILL COLLECT THE PHONE, MEDICATIONS AND REGISTER.
- ALL CHILDREN, STAFF AND VISITORS WILL BE GATHERED IN THE HALL, KEEPING AWAY FROM DOORS AND WINDOWS.
- IF OUTSIDE, THE STAFF LEADING THE CHILDREN INSIDE WILL TAKE CHARGE OF GATHERING CHILDREN INTO THE CORNER BY THE COAT PEGS.
- THE STAFF AT THE REAR WILL CHECK THE GARDEN BEFORE FOLLOWING THE GROUP INSIDE.
- THE STAFF AT THE REAR WILL THEN CLOSE ALL CURTAINS, DOORS, WINDOWS AND SWITCH OFF LIGHTS.
- ALL DOORS AND WINDOWS WILL BE LOCKED AND THE CURTAINS WILL BE CLOSED.
- ALL LIGHTS WILL BE SWITCHED OFF.
- THE EMERGENCY SERVICES WILL BE CONTACTED FOR HELP AND THE ADMINISTRATOR AND MANAGEMENT COMMITTEE WILL BE INFORMED.
- THE ADMINISTRATOR AND MANAGEMENT COMMITTEE BE RESPONSIBLE FOR CONTACTING PARENTS AS NECESSARY.