

**Lockdown Procedure**

Thames Pre-School recognises 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, its staff, children, visitors or property.

Where possible, the Pre-school staff will act to ensure the safety of all adults and children in the setting in the following situations:

* In the event that unauthorised person(s) considered dangerous, are on pre-school  
  grounds.
* In instances including domestic breakdowns where estranged parties are  
  attempting to abduct children.
* In emergency situations within the environment of the setting where there is potential risk e.g. from spills or poisonous fumes.

A lockdown will be initiated by whichever staff member deems it necessary by a code word which the Pre-school Leader will make known to all staff.

Lockdown procedures will be practised at least three times per year, to ensure that staff and children are familiar with them.

**Lockdown Procedure**

Upon hearing the code word, staff will,

* Immediately move all children into the Pre-school building in a swift and safe manner.
* Pre-school Leader (or another appropriate member of staff if the Leader is unavailable) should collect the register, mobile phone (not landline handset) and emergency contact numbers.
* Pre-school Leader (or another appropriate member of staff if the Leader is unavailable) to take the register and take a headcount.
* Deputy Leader to check the premises for any missing children.

Pre-school Leader to call the emergency services on 999 and follow any advice given.

* Pre-school leader to call St Sampson’s School and advise them of the situation.
* If lockdown procedure is followed close to a collection time e.g. lunch or end of day, and if the threat is deemed appropriately severe, the Pre-school Leader will contact the relevant parents to advise them not to come to Pre-school to collect their children. They will be contacted as soon as the lockdown has ended.

**Staff will follow the CLOSE procedure**

* **CLOSE** all windows and doors, and pull down all blinds in the Pre-school room.
* **LOCK UP AND LIGHTS OUT** - all windows and doors including the internal door. All lights turned off.
* **OUT OF SIGHT** – children should assemble in the least visible area of the Pre-school
* **STAY STILL AND SILENT** – staff will need to encourage children to stay still and quiet during the lockdown.
* **ENDURE** – staff will need to support children to be under lockdown for some time. They may need to advise children that normal procedures may not apply e.g. the doorbell may ring but that it will not be answered.

**No-one will answer/open the door without advice from the emergency services via telephone.**

**After the danger has passed and the emergency services have advised it is safe for us to end lockdown we will:**

* Contact parents/carers to inform them as to what has happened.
* Contact OFSTED and the Wiltshire Early Years Team to inform them of the incident within 24hrs of it happening.

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| This policy was adopted at a meeting of | Thames Pre-School |  |