



## LITTLE CHERRIES

# LOCKDOWN POLICY AND PROCEDURE

### Policy aim:

Little Cherries Pre-School recognises the potentially serious risks to children, staff and visitors in emergency or harmful situations. Our lockdown procedures are seen as a sensible and proportionate response to any external incident which has the potential to pose a threat to the safety of children and adults in the setting.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- An intruder onsite (with the potential to pose a risk to children and adults in the setting)
- A reported incident or disturbance in the local community (with the potential to pose a risk to children and adults in the setting)
- A warning being received regarding an environmental risk locally, of air pollution (smoke plume, gas cloud etc)
- A major fire in the vicinity of the setting
- The close proximity of a dangerous animal

### **PARTIAL LOCKDOWN**

A partial lockdown is a precaution aimed to keep children and staff safe while remaining indoors. This may be as a result of a reported incident/civil disturbance in the local community with the potential to pose a risk to children and staff in the setting. It may also be as a result of a warning being received regarding the risk of air pollution, etc. In a partial lockdown staff and children should remain in the building and all doors leading outside should be locked. No-one should be allowed to enter or leave the building; however the setting can continue as usual.

### **What usually happens during partial lockdown?**

- All outside activity to cease immediately, children and staff return to building which will be alerted to staff by a continuous bell.
- All staff and children should remain in the building and external doors and windows should be locked.
- Free movement may be permitted within the building dependent upon circumstances
- In the event of an air pollution or chemical, biological or radiological contaminants issue, air vents, and heating systems should be closed or turned off.
- Seal up all the cracks around doors and any vents into the room – aim to minimise possible access points of pollutants

- A partial lockdown will also be activated if any unauthorised child/ren or persons from Bewick Bridge Community Primary School (BBCJS) enters our outdoor premises. On returning children and staff to the building, blinds will be closed and any incident/concern reported immediately to BBCJS.

### **FULL LOCKDOWN**

This signifies an immediate threat to the setting and may be an escalation of a partial lockdown

Immediate action:

- All children and staff should return to/stay in the building
- External doors should be locked
- Internal doors might be locked (where a member of staff with a key is present)
- Lock windows, draw blinds and curtains, cover internal door windows (so an intruder cannot see in)
- Staff and children to sit quietly out of sight and where possible in a location that would protect them from harm such as gunfire (bullets go through glass, brick, wood and metal). Consider locations behind substantial brickwork or heavy reinforced walls.
- Turn off lights, computer monitors
- Turn off mobile phones (or at the least turn onto silent so they cannot give away your position)
- A register should be taken and headcount completed of all staff and children at the setting
- Children should not be released to parents during a lockdown and staff should not leave the premises unless instructed to do so

### **PROCEDURES FOR FULL LOCKDOWN**

- All staff have been told to be vigilant and if they see something which is likely to cause harm to immediately alert staff by shouting "LOCK DOWN, LOCK DOWN, LOCK DOWN" so that everyone can hear. Immediately check the outside areas to make sure all children are in the building.
- On hearing this alarm call, staff will guide children and any visitors/students etc to the back classroom by the internal door to BBCJS, checking each area is empty as they go, locking external doors and windows, closing the blinds, turn off lights and closing internal fire doors.
- The Manager (or senior staff member in her absence) will collect registers, telephone (put on silent), contact sheets and medical box.
- Other members of staff will be asked to have their phones with them and switched onto silent.
- One member of staff immediately completes the registers and counts the children/ staff, checking against the register. If a child or staff member is missing the Manager (or senior staff member in her absence) to search in the building and bring them back to the designated area as quickly and quietly as possible.

Nov 2018

Review date May 2020

- Remaining staff sit with the children to help keep as calm and quiet as possible.
- The Manager (or senior staff member in her absence) to ring 999 to report the incident and follow their instructions
- The Manager (or senior staff member in her absence) to contact BBCJS to inform them of the incident.
- We should remain in the designated area until told otherwise by the authorities, supporting the children and each other, for as long as necessary
- If a group are on an outing when the incident occurs, a staff member will telephone them to tell them NOT to return until the all clear has been given. If it is safe, the group should stay where they are e.g. in the library/church. If they are on their way back to stop and go back to the venue and stay there until advised otherwise. The staff on the outing to ring the police for advice. On being told to do so by police, the staff would contact the parents and notify them of the incident. If safe to do so, we would suggest to parents to collect their children from the venue. If not, we would remain there until it was safe to leave and return to Little Cherries.
- If the incident is being dealt with by the authorities and we are not directly affected and have been told to do so by the police, we will leave the designated area and return to the classrooms in the hope to reduce the stress on the children as much as possible.
- We would remain within the preschool building (not venturing into the playground) until the all clear has been given by the authorities.
- On being told to do so by the police, we would email parents to notify them of the incident.

#### **PARENTS SHOULD NOT:**

- **CONTACT THE SETTING DURING LOCKDOWN AS THIS COULD BLOCK TELEPHONE LINES THAT ARE NEEDED FOR CONTACTING EMERGENCY SERVICES**
- **SHOULD NOT COME TO THE SETTING DURING LOCKDOWN AS THIS MAY PLACE THEMSELVES AND OTHERS IN DANGER**

#### **PARENTS SHOULD :**

- **WAIT FOR THE SETTING TO CONTACT THEM ABOUT WHEN IT IS SAFE FOR THEM TO COME AND COLLECT THEIR CHILD**

To reduce the risk of someone entering the building to cause harm, procedures include:

- Key pad entry system
- A member of staff is located on the main gate and main exit door during busy drop-off and collection times
- The front door is locked after these busy times and parents ring the bell for entry
- The main door is locked when the children are not in the playground.
- We have a password and ask for a description of anyone collecting a child who we haven't seen before
- Parents told to inform us if anyone other than themselves are collecting/dropping off

- BBCJS informed that their children and staff should not enter the playground without authorisation.

After lockdown has taken place:

- A letter/email to parents will be sent home as soon as possible following any serious incident to inform parents of the context of lockdown.
- Following the need for lockdown, the setting management will create a full record of the event. Policies and procedures will be reviewed as soon as possible to identify any areas for potential development.
- The setting management will notify Ofsted of any significant incident within 14 days (preferably as soon as possible after the incident).

PLEASE NOTE: Staff will practise this during their termly inset days. We will not be practising with the children as we feel this could cause them undue stress.

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This policy was adopted by	Little Cherries Preschool	
On	November 2018	(date)
Date to be reviewed	May 2020	(date)
Signed on behalf of the provider		
Name of signatory	Jennie Peacock	
Role of signatory (e.g. chair, director or owner)	Chairperson	