

1.6b Lockdown/Partial Lockdown Policy & Procedures

Policy statement

Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of children and adults in the setting. The procedures outlined below aim to minimise disruption to the learning and play environment whilst ensuring the safety of all children and adults. Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident or disturbance in the local community (with the potential to pose a risk to children and adults in the setting.)
- An intruder on site (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

This may be as a result of a reported incident to the pre-school or an occurrence that is happening within the school premises, or a civil disturbance in the local community with the potential to pose a risk to staff and children in the pre-school. It may also be as a result of a warning being received from a recognised emergency service 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.

Procedures

- **Alert to staff:** 'Partial Lockdown'. Staff outside with children must be alerted using three blasts of a whistle.
- Where necessary the Manager/Deputy will contact and liaise with emergency services
- Staff will maintain a calm atmosphere to avoid panicking children
- All outside activity must cease immediately. Children and staff return to the building. All staff and children should remain in the building and external doors and windows should be locked.
- A register is taken to ensure everyone is accounted for
- Free movement may be permitted within the building dependent upon circumstances.
- In the event of air pollution or chemical, biological or radiological contaminants issue, air vents, fans, heating and air conditioning systems should be closed or turned off.
- Seal up all the cracks around doors and any vents into the room to minimise possible access points of pollutants.

- Mobile phones and landline will not be used for non-essential calls to keep the line as free as possible

Each situation is unique and presents differing on-going challenges. Once the children and adults in the setting are accounted for the manager/Deputy/responsible person will conduct an on-going dynamic risk assessment basing their decision making primarily on advice received from the Emergency Services. All staff will be updated when applicable, and a written evidence log will be maintained throughout should it be required at a later stage. 'Partial Lockdown' is a precautionary measure and should be recognised that it places the pre-school in a state of readiness (whilst retaining a degree of normality), should the situation be further reported to have escalated.

Full Lockdown

This signifies an immediate threat to the setting and may be an escalation of a partial lockdown. The aim of the full lockdown is for the setting and it's rooms to appear empty.

Procedures – Immediate action

- **Alert to staff:** 'Full Lockdown' Staff outside with children must be alerted using three blasts of a whistle.
- Where necessary the Manager/Deputy will contact and liaise with emergency services
- Staff will maintain a calm atmosphere to avoid panicking children
- All outside activity must cease immediately. Children and staff return to the building. All staff and children should remain in the building and external doors and windows should be locked. Draw blinds/curtains so an intruder cannot see in.
- A register is taken to ensure everyone is accounted for
- Staff and children to sit quietly out of sight
- Turn off lights, smart board and computer monitors. Turn mobile phones off or to silent.
- Mobile phones and landline will not be used for non-essential calls to keep the line as free as possible

Communication

Parents will be notified as soon as it is practicable to do so via email. They will be reassured that that the setting has undertaken a lockdown for their child's safety and welfare. They will be informed not to contact the setting as this may block telephone lines and not to come to the setting as this may place themselves and others in danger. They will be informed to wait for the setting to contact them about when it is safe to come and collect their child.

Suggested wording for message to parents:

Due to an incident we have been advised by the emergency services to secure the premises and stay put until we are given the 'all clear'. Please do not attempt to collect your child until it is safe to do so. We will let you know as soon as we are able when that is likely to be.

In the meantime we need to keep our telephone lines clear and would appreciate your cooperation in not calling unless it is absolutely vital that you speak to us.

The staff are following procedures to ensure your child's welfare is priority.

A letter to parents will be sent home as soon as possible following any serious incident to inform parents of the context of lockdown. The setting management will create a full record of the event and policies and procedures will be reviewed as soon as possible to identify any areas for potential development. A notification of a significant incident must be made to Ofsted within 14 days (preferably as soon as possible.)

This policy was adopted at a meeting of

Rainbow Pre-School

On

14/05/2018

Date to be reviewed

2020/2021

Signed on behalf of Rainbow Pre-School

Name of signatory

Lisa Brown & Lucy Willoughby

Role of signatory

Co-Chairs