

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 case of fire or any other emergency.

Hollytree Community Pre-school – Policies and Procedures

8.12 Emergency Lockdown/Partial Lockdown Procedure

Policy Statement

At Hollytree preschool the safety of the children, staff and volunteers is paramount. This lockdown procedure is in place as a sensible and proportionate response to any external incident which has the potential to pose a threat to the safety of the 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:

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

Partial Lockdown

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**

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

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?

The code 'Partial Lockdown' is used to alert all staff to the situation.

- All outside activity to cease immediately, children and staff to go inside the setting. 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, fans, heating 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.

Full lockdown

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

If the Full Lockdown procedure is triggered 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 in our 'Safe Place' (we have considered the location of our 'Safe Place' and aim for it to be in a location that would protect them from harm such as gunfire)
- Turn off lights.
- 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 by the emergency services.

- All staff have been told to be vigilant and if they see something which is likely to cause harm to immediately shout "LOCK DOWN, LOCK DOWN, LOCK DOWN" so that everyone can hear, alerting staff outside by opening the door and shouting the alarm call. Count the children as they come inside, checking the total with the register. Immediately check in the outside area if any children are found to be missing.

- On hearing this alarm call staff should collect the register and telephones and guide children and any visitors/students etc to the 'Safe Place'. Staff will check each area is empty as they go, locking external doors and windows and turning off lights.

- One member of staff immediately counts the children/ staff and checks against totals in register. If a child or staff member is missing the supervisor or deputy will search the building and bring them back to the 'Safe Place' as quickly and quietly as possible.

- One member of staff will ensure the door to the 'Safe Place' is secure and will cover any windows.
- Remaining staff sit with the children to help keep them as calm and quiet as possible.
- TURN LIGHTS OFF AND KEEP THE GROUP AS QUIET AS POSSIBLE
- A senior member of staff to ring 999 to report the incident and follow their instructions
- If a group are on an outing when the incident occurs, a staff member will telephone them to tell them NOT to return to the preschool until the all clear has been given. If it is safe to do, the group should stay where they are e.g. in the library. If they are on their way back to the preschool, they should stop and go back to the venue and stay there until advised otherwise. The staff on the outing should 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 preschool.
- We would remain in the 'Safe Place' until told otherwise by the authorities, supporting the children and each other, for as long as necessary.
- 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 'Safe Place' and return to the main area in the hope to reduce the stress on the children as much as possible.
- We would remain indoors until the all clear has been given by the authorities.
- On being told to do so by the police, we would email/text parents to notify them of the incident. The preschool telephone would be manned to receive incoming calls.

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

- The outdoor gate is padlocked and the internal door is bolted from inside once all children are on the premises
- A member of staff is located by the door during busy drop-off and collection times.
- Parents told to inform us if anyone other than themselves are collecting/dropping off their child.

After lockdown has taken place:

- A letter to parents will be sent home as soon as possible following any serious incident to inform parents of the context of the 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.
- A notification of significant incident will be made to Ofsted within 14 days (preferably as soon as possible after the incident).

PLEASE NOTE:

- Staff will practise this procedure termly. We will not be practising with the children as we feel this could cause them undue stress.
- All staff and volunteers are made aware of this procedure and they are also told where the 'Safe Place' is.

This policy was adopted by	Hollytree Community Pre-school
Last review	August 2023
Date of next review	August 2024
Signed on behalf of the provider	<i>J Goldspink</i>
Name of signatory	Jo Goldspink
Role of signatory (e.g. chair, director or owner)	Joint Manager