

## Health and Safety

# Lockdown Policy



### Policy statement

As required under the EYFS, “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”.

As per our Fire Safety and Emergency Evacuation Policy, under normal circumstances, we would evacuate the building and ensure that the children, staff and visitors were a safe distance away from the pre-school building. However, we have been notified that we need to put into place a policy in the event of being advised to go into lockdown, if the circumstances require it. This policy ensures that the building is secure, and the aim is to protect all of the occupants in the premises if there were a threat in close proximity to the pre-school.

### EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
3.55 Keeping safe			

### Procedures

The management needs to act quickly to assess the likelihood of immediate danger in the event of a local incident. In the majority of cases, the assumption should be that it is better to stay put and go into lockdown until the emergency services arrive.

Lockdown will be signalled with the use of one long blast on a whistle.

Once the emergency services are on the scene, the management will comply with their specific instructions.

### Upon signalling that lockdown is to commence

- On hearing the whistle, staff will escort groups of children to the designated safe areas. The designated areas are as follows;
  - The book corner
  - The art corner
  - The children’s toilets
  - The changing room
  - The end of the foyer away from the front door

- The corner of the office

- All windows and doors will be secured.
- Close curtains and blinds where possible.
- Stay away from windows and doors.
- Stay low and keep calm along with the children.
- Not make non essential calls in order to leave the landline free for correspondence.

**During lockdown..**

- The door(s) will not be opened until it has been confirmed that the emergency services are on the scene.
- There will be no moving about the pre-school between the designated safe areas.
- We will not contact the emergency services again unless there is significant danger to the occupants' safety, or we feel we have critical information.

**After lockdown..**

- We will cooperate fully with the emergency services in order to evacuate the building safely.
- We will ensure we have the register and children's contact information with us as we leave the building.
- We will ensure that any staff that have witnessed an attack or incident tell the police what they saw.
- Ensure that any other relevant individuals remain available for questioning if required.

**All employees must ...**

- Familiarise themselves with the Lockdown Policy, including the designated safe areas, and be aware that one long whistle blast is the signal to go into lockdown.

**Risk Assessment on people with disabilities (PEEP)**

- Depending on individual needs of adults or children a Personal Lockdown Plan will be devised to meet their needs.

This Policy was reviewed by	Office Manager – Liz Burnett
Adopted by	Rotherfield Pre-School Directors and Staff
Date	July 2017
Review Date	July 2017