



CODICOTE PRE-SCHOOL

ST. GILES PARISH CENTRE, BURY LANE, CODICOTE SG4 8XX +44 (0)7542 285 412

8.11 Lockdown Procedure

A lockdown needs to occur when circumstances dictate that the safety of the children and staff is better ensured inside the Parish Centre, (with doors and windows locked and curtains drawn if possible). Lockdown procedures may be activated in response to any number of situations, including the following:

- A reported incident/ civil disturbance in the local community (with the potential to pose a risk to staff and children)
- An intruder on our site (with the potential to pose a risk to staff and children)
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc.)
- A major fire in the vicinity of our setting
- The close proximity of a dangerous animal roaming loose

Dependent on what the situation is, the following guidelines will apply:

- The safety of all staff and children is the primary focus in managing the situation – notifications and reporting come next.
- Remain calm - It is very important not to convey any sense of panic or danger to the children. Move slowly
- Obey instructions
- Do not put yourself/children in the way of harm or provoke an intruder

The procedure will be as follows:

1. The most senior staff member in the Pre-School will alert other staff calmly and quietly, using the phrase “Lock Down” to initiate lock down. If appropriate, they will contact police on 999, making them aware of the situation and that there are children in the building. The committee chair will also be notified when possible.
2. If children are in the garden, they must be brought quickly inside the building and all external doors locked.
3. Depending on the circumstances, staff will ensure children remain inside the building with locked doors and windows and curtains closed. Ideally all staff and children will move to the kitchen and sit on the floor.
4. If there is police involvement, the officer in charge will evaluate the situation and notify the Pre-School Leader when the site is safe and/or if any further action is needed.
5. If the lock down persists for an extended amount of time or occurs at drop-off / pick-up time, the leader will decide how best to liaise with parents outside the building so as not to cause alarm. Ideally, the Leader will get a member of the police to talk to parents and the likelihood is that the police will stop entry to parents anyway.
6. Once the staff have been told that the situation has been contained and it is safe to leave the building, the Leader will contact all parents (if not already done so) explain the situation and get them to collect their children (if appropriate).



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7. Once it is confirmed that all children and staff are safe, the Leader will need to record and report the incident to the committee chair, the caretakers of the Parish Centre and Ofsted.

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| This policy was adopted by | Codicote Pre-school | <i>(name of provider)</i> |
| On | 21/10/2020 | <i>(date)</i> |
| Date to be reviewed | 21/10/2021 | <i>(date)</i> |
| Approved on behalf of the Codicote Pre-School | | |
| Name of signatory | Edel Ryding | |
| Role of signatory (e.g. chair, director or owner) | Chairperson | |