

Safeguarding and Welfare Requirement: Child Protection

Providers must have and implement a policy, and procedures, to safeguard children.

1.2B Lockdown Policy and Procedure

At Downton Community Pre-school we recognise the potentially serious risks to children, staff and visitors in emergency or harmful situations. A lockdown may take place where there is a perceived risk to the preschool, its staff, children, visitors or property. Where possible the preschool will act to ensure the safety of all personnel in the setting in the following situations:

- In the event that unauthorised person(s) considered dangerous are on the preschool grounds
- In instances including domestic breakdowns where estranged parties are attempting to abduct children

A lockdown will be initiated by 3 long blows on the whistle which is distinguishable from the fire practice sound.

Lockdown practices will be practiced from time to time so the children are familiar with it, and this will be recorded.

Procedures:

We will follow the **CLOSE** procedure:

Close all windows and doors

Lock up

Out of sight and minimise movement

Stay silent and avoid drawing any attention

Endure- be aware we could be in lockdown for a long time

The following guidelines are for staff, volunteers and students in the setting in an emergency situation:

- on hearing lockdown signal, the preschool manager/deputy will call for assistance- 999
- Staff will close and lock the bifolding doors and ensure the main door is locked.
- The three long whistle blows will signal lockdown is taking effect immediately.

In the setting:

Upon hearing the lockdown signal, the following steps are followed:

Staff to secure all windows and doors and then stay away from windows and doors

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Depending on how many children are present, instruct them to gather in either the kitchen, toilets or sensory room (with adult supervision) and keep them calm. If anyone is outside, call them in. Collect the register, children's details, medical box and mobile phone. Do not make non essential calls on mobile phones or landlines.

Do a head count immediately and register

Supervise, ensure everyone remains quiet and out of sight

No one should be allowed out of the safe area or room during the lockdown procedure

Remain in lockdown until the all clear has been given and a normal situation resumes- this will be three short consecutive blows on the whistle. This will usually be until the emergency services arrive. Staff must comply with instructions from the emergency services at all times.

Tune into a local radio station for more information

Any staff or children who have witnessed an attack or incident will need to tell the police what they saw.

The police may require other individuals to remain available for questioning.

Managing parents

In the event of an incident it is inevitable parents will want to come to the setting and collect their children immediately.

They must be discouraged from doing so, until the emergency services give the all clear.

Even then, depending on the severity and type of incident, children may need to be checked by medical teams or questioned by the police.

It must be made absolutely clear to parents that you will be acting on the advice of the emergency services at all times.

With regard to getting information to parents during 'lockdown', you should use the existing systems you have in place for sending group messages, such as social media, text, emails. Discourage parents from ringing you directly for further updates during 'lockdown'; it will be vital your phone lines remain clear.

Threat levels

Threat levels are designed to give a broad indication of the likelihood of a terrorist attack.

LOW means an attack is unlikely.

MODERATE means an attack is possible but not likely.

SUBSTANTIAL means an attack is a strong possibility.

SEVERE means an attack is highly likely.

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CRITICAL means an attack is expected imminently.

Members of the public should always remain alert to the danger of terrorism and **report any suspicious activity to the police on 999 or the anti-terrorist hotline: 0800 789 321.**

For non-emergency calls to the police, call 101.

This policy was adopted at a meeting of	Downton Community Preschool	(name of provider)
Held on	September 2019	(date)
Date to be reviewed	September 2020	(date)
Signed on behalf of the management committee		
Name of signatory	Sarah Nutbeam and Lucy Babb	
Role of signatory (e.g. chair/owner)	Co-Chairs	