



## Lockdown Procedure

### Lockdown Policy

Lockdown is necessary when children and staff need to be locked within buildings for their own safety i.e. in an emergency situation such as a hostile intruder, terrorist attack or other criminal attack.

A lockdown may take place where there is a perceived risk of threat to the Kindergarten, its staff, children, visitors or property. Where possible, we will act to ensure the safety of all personnel in the setting in the following situations:

- . In the event that unauthorized person(s) considered dangerous, are on the premises. .
- . In instances including domestic breakdowns where estranged parties are attempting to abduct children.
- . In instances where personnel, students, volunteers or staff from within the setting become a threat to the well-being of others.

. In emergency situations within the environment of the setting where there is potential risk from spills or poisonous fumes.

**A lockdown will be initiated by a recognisable signal of 3 whistle blows.**

### **Practices and Procedure**

The following steps provide guidelines for staff, students and visitors in an emergency situation:

1. Three (3) long whistle blows will signal lockdown procedures to take effect immediately.
2. On hearing the lock down signal the Manager and/or Deputy will call for assistance using 999.
3. Staff will lock the front and back outer door and internal hall door and the back door provided all children, staff and visitors have moved indoors.

Upon hearing the Lockdown signal, these steps will be followed:

1. Staff to guide all children into the hall if playing outside. Staff to secure all windows and doors. Instruct children to move into the rear end of the room and keep them calm and quiet. Collect first aid kit, register & mobile phone.
2. Do a head count immediately & call register.

3. Supervise, ensuring everyone remains out of sight and is sitting quietly.
4. No one should be allowed out of the room or safe area during a lockdown procedure unless the intruder breaks in.
5. Ensure that students, staff and visitors are aware of an exit point in case the intruder does manage to gain access.
6. Remain in lockdown until the all-clear has been given by the police.

### **What happens after a lockdown incident?**

The incident should be reviewed by all staff involved and appropriate action to review and amend policies and procedures including relevant risk assessments. Report to Ofsted if required to do so.

This policy was adopted by: Out ThereKindergarten	Date: August 2018
Reviewed: Nov 2023	Signed: Jenny Brough
To be reviewed: July 2024	