



Rainbow Teddies Pre-school Policy Document

Lockdown Policy

Safeguarding and Welfare Requirements:

1) Child Protection

6) Health

8) Safety and Suitability of Premises, Environment and Equipment

EYFS Key Themes and Commitments:

A Unique Child

Positive Relationships

Enabling Environments

*Learning and
Development*

This policy was adopted at a meeting on:

Review Date:

Signed: on behalf of the Management Committee

Print Name: Position:

.....

Signed: Pre-school Manager



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Policy Statement

Rainbow Teddies Pre-school is committed to ensuring the safety and well-being of all children, staff and [legitimate visitors] to the setting. In extreme circumstances it may be necessary to employ *Lockdown Procedures* in order to protect the children and adults on the premises. An example of an 'extreme circumstance' is of a potentially violent and/or threatening adult(s) roaming the school site or pre-school premises.

When such a risk has been established by a senior staff member, procedures will be as follows:

- **One member of staff** will be instructed to telephone emergency services and then the school office; to alert them to the threat/danger- they will keep the phone and if possible **without putting self or others at risk** will take another mobile phone (from shelf above staff computer) along with Child Information Booklet (CIB) File and 'Staff Emergency Contact Cards' (manager's desk drawer; top left side) then, they will assist other staff to shepherd children into the 'safe haven' (cloakroom).
- Whilst above action is being undertaken, **another member of staff will** be instructed to alert all at pre-school of the threat; using the lockdown siren/alarm; this emits a very different sound to that which is used in the event of an 'emergency evacuation'. If possible, and **without putting self or others at risk** this person will then gather the 'Room Registers' and emergency medication (Epi-pens/inhalers etc.) before assisting other staff to shepherd children into the 'safe haven'(cloakroom).
- **As soon as the lockdown alarm is raised, all remaining staff will shepherd children into the cloakroom;** this is the designated 'safe haven', as it is surrounded by three lockable doors and has a supply of readily available, running water (boys/girls toilets)
- Staff will lock entry/exit doors to cloakroom- all three doors use the same key ; this will be kept on a hook in the changing cubicle area
- A senior member of staff will perform a roll-call using *registers (*if these have been gathered)
- All will remain low on the ground in cloakroom area; away from doors as much as is possible, until instructed by emergency services that it is safe to leave the cloakroom area.
- Should a parent/carer telephone whilst in 'lockdown' a senior staff member will inform them of the situation- dependent on the severity of the situation they may be asked NOT to attempt to collect their child; **if it could put themselves or anyone else at further risk to do so.**

An emergency hamper will be left in the cloakroom area and will contain: basic first aid kit/dry biscuits/story books/paper/crayons/blankets/torch. Water is available as the cloakroom sits between the boy/girls toilets.