

## **Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment**

Providers must take reasonable steps to ensure the safety of children, staff and others on the premises.

### **1.7 Lockdown Policy and Procedures**

Paddocks Pre-school recognises 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 of threat to the preschool, its staff, children, visitors or property.

Where possible, Paddocks Pre-school 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 preschool grounds.
- In instances included 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 wellbeing 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 continuous ring of our bell. Lockdown procedures will be practised from time to time to ensure that staff and children are familiar with them.

#### **Practices and Procedure**

Follow the **CLOSE** Procedure.

**C**lose all windows and doors.

**L**ock up.

**O**ut of sight and minimise movement.

**S**tay silent and avoid drawing any attention.

**E**ndure. Be aware that you may be in Lockdown for some time.

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

1. On hearing the lock down signal, the preschool Manager and/or Deputy will call for assistance using 999.
2. Staff will lock the front door, ensure all fire doors are secured and close all internal doors.
3. Continuous bell ringing will signal lockdown procedures to take effect immediately.

**In the setting:**

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

1. Staff to guide all children inside if playing outside.
2. Staff to secure all windows and doors.
3. Instruct children to move into sensory room and keep them calm.
4. Collect medical box, register and mobile phone.
5. Do a head count immediately and call register.
6. Supervise, ensuring everyone remains out of sight and are sitting quietly.
7. No one should be allowed out of the room during a lockdown procedure.
8. Remain in lockdown until the all-clear has been given by the police.

After danger has passed, we will Inform all parents/guardians and Ofsted.

This policy was adopted by	<u>Paddocks Pre-school</u>	<i>(name of provider)</i>
On	<u>November 2020</u>	<i>(date)</i>
Date to be reviewed	<u>Autumn Term 2021</u>	<i>(date)</i>
Signed on behalf of the provider	<u>GOverton</u>	
Name of signatory	<u>Gemma Overton</u>	
Role of signatory (e.g. chair, director or owner)	<u>Chair</u>	

**Staff Signatures** (LG, LG, SL, SJ, JC, LW, CM, GP, AS)