

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.

Lockdown Policy

Policy statement

Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff, pupils and visitors on the premises. Procedures should aim to minimise disruption to the learning environment whilst ensuring safety of all pupils and staff.

Procedures

Lock down procedures may be activated in response to any number of situations, but some of the more typical might be:-

- A reported incident/civil disturbance in local community with a potential to pose a risk to staff and pupils in the pre-school.
- An intruder on the Meopham Community Academy site with the potential to pose a risk to staff and pupils.
- A warning being received regarding a risk locally, of air pollution e.g. smoke plume, gas cloud.
- A major fire in the Academy or in the vicinity of the Academy
- The close proximity of a dangerous animal/swarm of insects

The Pre-school's lockdown plan: -

Playpen Pre-school will work closely with Meopham Community Academy to ensure mutual lockdown is achieved if an event occurs at either setting within the MCA site.

Signal for lockdown – In our setting this can be done via word of mouth/code word so we can keep children calm or three short blasts on the whistle if necessary

Signal for all clear – word of mouth.

Rooms most suitable for lockdown – The Manager/supervisor would decide on the most appropriate room to congregate inside the pre-school depending on situation triggering lockdown.

Entrance points – External doors, internal key coded doors, windows.

Communication arrangements – in person/via internal telephone system with MCA/mobile telephone.

Lockdown Drill

When it is decided to instigate lockdown procedure Manager/supervisor collects phone, all external/internal keys and registration folder and activates lockdown signal.

When the signal for lockdown is activated staff must put into place our designated plan, the measures taken depend on the cause of the lockdown.

We have not included our actual detailed plan with this policy as we have been advised that could render our Lockdown Procedures ineffective. Basic measures would be-

- Pupils who are outside are brought inside as quickly as possible and directed to appropriate room.
- Those inside are directed to appropriate room, a member of staff checks toilets and other rooms.
- All external accesses are closed/locked
- All windows are closed/locked
- If necessary blinds are drawn
- Children kept calm and quiet
- Once in lockdown mode staff should check all pupils/visitors are accounted for.

- Manager will liaise with MCA and emergency services as required
- If it is necessary to evacuate the building the fire alarm will be sounded and the usual fire drill procedure will take place.
- Parents will be notified as soon as it is practicable via the website/email/telephone (depending on circumstance of lockdown - only when appropriate via guidance from the emergency services)
- Pupils will not be released to parents during a lockdown.

It is vital that our lockdown procedures are familiar to all members of the school staff. To achieve this a lockdown drill should be undertaken at least annually.

All situations are different but once children and staff are safely inside Manager/supervisor will conduct an ongoing risk assessment based on advice from the emergency services and act accordingly. Emergency services will advise as to the best course of action in respect of a prevailing threat.

Lockdown drill – all clear

Once the incident has been assessed as safe the Manager/supervisor will let staff know that normal activities can resume.

Communication between parents and pre-school

In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable. We will work with MCA as many of our pupils have siblings at MCA so we need to share common information and share information at the same time. If you are advised that there is an incident, we advise parents not come to the pre-school for your children as you may be putting yourself at risk. We will keep all our doors firmly shut. Our priority is to keep the children safe. Do not phone the Setting as we will be using the telephone for communicating with the authorities

Emergency Services

It is important to keep the lines of communication open with the Emergency services as they are best placed to offer advice as a situation unfolds. The MCA site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the lockdown.

Staff will always have advance notice of a lock down drill, therefore if the signal occurs without warning staff just assume it is NOT A DRILL

Further guidance

www.nactso.gov.uk

<https://www.gov.uk/government/publications/recognising-the-terrorist-threat/recognising-the-terrorist-threat>