



Burham preschool recognises the potentially serious risks to children, staff and visitors in emergency or harmful situation. A lockdown may take place where there is a perceived risk of threat to the pre-school, its staff, children, visitors or property.

The procedure is designed firstly to provide safety to all persons and secondly to minimise the disruption and impact that the incident may have upon all of those involved.

Notice:

As a parent / carer you may be contacted via text requesting that you do NOT collect your children, depending upon the type and severity of the incident. This is until the relevant authorities / emergency services have cleared the situation. Please note that this is for the wellbeing and safety of yourself and your children.

All children shall remain supervised at all times and communication with parents / carers will be re-established once the incident has been dealt with by the appropriate authorities / emergency services.

It is important that parents do not phone the setting as it is vital that our phones lines remain clear.

Procedures & Practices

- All staff should understand the lockdown procedure and any specific assigned roles.
- Lockdown will be initiated by a member of staff calling 'CODE BLUE' if they feel there is an imminent danger.
- The children will all be gathered together and taken inside the building as quickly as possible, staff will move the children out of sight from windows to the back of the hall where chairs are stacked.
- The supervisor will immediately allocate the following 2 roles anyone not allocated a specific role will immediately make their way to the safe area with children:
 - A staff member collect the pre-school mobile phone, register and medication box before joining the staff and children in the safe area.
 - A staff member to do a final sweep of the hall, checking all areas for children and securing all windows and doors before joining staff and children in safe area.
- The Preschool Supervisor or Deputy (in her absence) will then immediately complete a headcount of staff and children and call 999 for advice and if appropriate the Chairperson.
- Everyone will remain out of sight until further instructions are received from the emergency services.
- The staff will attempt to keep the children as quiet and calm as possible until the dangerous situation is over and a lockdown box with essential items is available in the safe area.
- No non-essential calls will be made on mobiles
- A message will be sent to parents advising them of the situation - it is important that parents do not phone the setting as it is vital that our phones line remains clear.
- We would discourage parents from collecting their children from the setting until the emergency services give the 'all clear'.

BURHAM PRE-SCHOOL – LOCKDOWN PROCEDURE

- The front door will not be opened until we are officially advised of an 'all clear' situation or we are certain that it is emergency services at the door.
- Once the danger has passed and when we are completely sure that the danger is over, we will leave our safe place and continue our activities as far as possible or contact parents to collect children safely.
- A full report will be produced and Ofsted will be informed within 24 hours of any such incident occurring.
- Parents / carers will be contacted by letter asap in the days following the lockdown to explain the details and reasoning any feedback shall be reviewed.

This policy was adopted by: *Burham Pre-school*

On _____

Date to be reviewed _____

Signed: _____ *(supervisor)*

_____ *(chairperson committee)*