

Safeguarding and Welfare Requirement: Child Protection

Providers must have and implement a policy, and procedures, to safeguard children.

1.7 Lockdown Policy

Policy

The safety of everyone at Witchford Rackham Pre-School is given the highest priority.

There might be some occasions when it may be necessary to keep the children inside the building for their safety. Examples range from hazardous material spilt on nearby road, toxic fumes, intruder on the School and Pre-school premises or a dangerous dog/animal.

Depending on the type and severity of the incident, parents may not be asked to collect children from Witchford Rackham Pre-School as this may put themselves and their child(ren) at risk. There might be a chance that parents might not be able to contact Witchford Rackham Pre-School by telephone as staff will be using it to contact the authorities. Staff will try to put any information on the Pre-School website/ Facebook page or email parents, but this may not occur whilst staff deal with the incident.

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

If the end of the day has to be extended due to the lock down parents will be notified and will receive information about a secure time and place children can be collected.

Procedures

In the event of a lock down

A member of staff will inform the Manager or most senior member of staff working that the Lock down procedure should begin. If a situation occurs the **Fire Whistle** will be blown 3 times, this will be repeated several times to alert everyone.

The manager or most senior staff member on the premises will control the lock down. All staff and children are to remain indoors or proceed indoors and follow lock down procedures:

- 1.If outside, once the lockdown has been announced, the member of staff deployed outside will ensure all children move inside swiftly, with the senior member of staff counting them all in as they enter.
- 2.Once everyone is inside close doors, lock all doors and barricade if deemed appropriate. All windows must be locked.
- 3.Keep children safe.

Take all children to the corridor area (by the fire extinguisher/mirror) and keep them calm and as quiet as possible, stay away from the doors, ensure all the internal doors are shut and if safe to do so turn off lights.

Ensure all children are present and if possible all emergency first aid kit and medication e.g. Epi pens, asthma medication as well as parents contact details are at hand.

All doors to be kept closed and the external doors to remain locked and not opened.
In the event of a perpetrator, do not attempt to interact.

If the danger enters the building:

The person who sees the intruder will blow the whistle and start the fire alarm procedure.

-The manager or most senior member of staff will use the Pre-school mobile to call the police whilst the staff are getting the children safely out of the building.

-The area we seek refuge in will be agreed by staff (at staff meeting when introducing policy) so we all go to correct place.

-Do not stop to collect personal belongings on the way out.

-The most senior member of staff is to collect the register, visitors book and authorised person will collect book, mobile phone, emergency first aid kit and any care plans and medication.

As a last resort in case of multiple dangers staff will barricade themselves and the children into the store room and seek advice from the emergency services.

Following directions from manager or senior controlling staff member or lead officer from emergency services an “all clear” will be announced at the end of the lockdown. If a safeguarding issue arises from the situation then we follow the guidelines of the police and the local authority.

It is critical to reassure children at all stages to avoid undue distress. Children must remain under the supervision of the members of staff at all times.

Manager or senior member of staff to notify parents as soon as possible after the lockdown via website, phone calls, email etc. All areas checked and cleared by manager or senior staff member after “all clear”. The Chair of the committee or in their absence an officer of the committee will be notified and a record of the incident kept, along with any action that could be taken to avoid a repeat of the incident if necessary.

This policy was adopted at a meeting of Witchford Rackham Pre-school

Held on _____

Date to be reviewed _____

Signed on behalf of the

Management Committee _____

Name of signatory

Role of signatory
