



Lockdown Policy

Policy aim:

Lockdown procedures should be seen as a sensible and proportionate response to any external incident which has the potential to pose a threat to the safety of children and adults at Cygnets.

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

1. A reported incident or disturbance in the local community (with the potential to pose a risk to children and adults at Cygnets)
2. An intruder onsite (with the potential to pose a risk to children and adults at Cygnets)
3. A warning being received regarding an environmental risk locally, of air pollution (smoke plume, gas cloud etc)
4. A major fire in the vicinity of Cygnets
5. The close proximity of a dangerous animal

1) Partial lockdown

PARENTS SHOULD NOT:

- **CONTACT CYGNETS DURING LOCKDOWN AS THIS COULD BLOCK TELEPHONE LINES THAT ARE NEEDED FOR CONTACTING EMERGENCY SERVICES.**
- **SHOULD NOT COME TO CYGNETS DURING LOCKDOWN AS THIS MAY PLACE THEMSELVES AND OTHERS IN DANGER.**
- **WAIT FOR CYGNETS TO CONTACT THEM ABOUT WHEN IT IS SAFE FOR THEM TO COME AND COLLECT THEIR CHILD.**

This may be as a result of a reported incident / civil disturbance in the local community with the potential to pose a risk to staff, children and visitors at Cygnets. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

Immediate action:

- All outside activity ceases immediately, children and staff return to the building.
- All staff and children remain in the building and external doors and windows locked
- Movement may be permitted within the building dependent upon circumstances but this must be supervised by a member of staff.

- Remaining staff sit with the children to help keep as calm and quiet as possible. •

TURN LIGHTS OFF AND KEEP THE GROUP AS QUIET AS POSSIBLE

- Office staff to bring down the telephone (turn volume down) and turn mobile phones to silent.

- **A senior member of staff to ring 999 to report the incident and follow their instructions**

- If a group is on an outing when the incident occurs, a staff member telephones them to tell them NOT to return to the nursery until the all clear has been given. If it is safe to do, the group should stay where they are e.g. in the library/museum. If they are on their way back to Cygnets, to stop and go back to the venue and stay there until advised otherwise. (This group will have a mobile and parent contact list with them). The staff on the outing to ring the police for advice. On being told to do so by police, the staff would contact the parents and notify them of the incident. If safe to do so, we would suggest to parents to collect their children from the venue. If not, we would remain there until it was safe to leave and return to Cygnets.

{ doors could be barricaded using the tables if necessary}

- We would remain in the **designated area** until told otherwise by the authorities, supporting the children and each other, for as long as necessary.
- If the incident is being dealt with by the authorities and we are not directly affected and have been told to do so by the police, we will leave the **designated area** and return to the classrooms in the hope to reduce the stress on the children as much as possible.
- We would remain within the building (not venturing into either the back garden) until the all clear has been given by the authorities.
- On being told to do so by the police, we would email parents to notify them of the incident. The Cygnets telephone would be manned to receive incoming calls.

To reduce the risk of someone entering the building to cause harm, procedures include:

- Key pad entry system
- A member of staff is located at the classroom door during busy drop-off and collection times
- The front door is locked after these busy times and parents ring the bell for entry
- The door to the garden are always locked when the children are not in the garden. ▪ Key pad entry system on the rear gate leading to the first school.
- Parents sign in and out their child upon dropping off or collection.
- Parents told to inform us if anyone other than themselves are collecting/dropping off ▪ Outside lights so we can see when it gets dark

2) Full Lockdown

This signifies an immediate threat to the setting and may be an escalation of a partial lockdown.

Immediate action:

- All children and staff should return to/stay in the building
- External doors should be locked
- Internal doors might be locked (where a member of staff with a key is present)
- Lock windows, draw blinds and curtains, cover internal door windows (so an intruder cannot see in)
- Staff and children sit quietly out of sight and where possible in a location that would protect them from harm such as gunfire (bullets go through glass, brick, wood and metal). Consider locations behind substantial brickwork or heavy reinforced walls.
- Turn off lights, computer monitors
- Turn off mobile phones (or at the least turn onto silent so they cannot give away your position)
- A register should be taken and headcount completed of all staff and children at Cygnets
- Children should not be released to parents during a lockdown and staff should not leave the premises unless instructed to do so.

PARENTS SHOULD NOT:

- **CONTACT THE SETTING DURING LOCKDOWN AS THIS COULD BLOCK TELEPHONE LINES THAT ARE NEEDED FOR CONTACTING EMERGENCY SERVICES**
- **SHOULD NOT COME TO THE SETTING DURING LOCKDOWN AS THIS MAY PLACE THEMSELVES AND OTHERS IN DANGER**
- **WAIT FOR THE SETTING TO CONTACT THEM ABOUT WHEN IT IS SAFE FOR THEM TO COME AND COLLECT THEIR CHILD**

- All staff have been told to be vigilant and if they see something which is likely to cause harm to immediately shout **“LOCK DOWN, LOCK DOWN, LOCK DOWN”** so that everyone can hear, alerting staff outside by opening the door and shouting the alarm call. Count the children as they come inside, checking the total with the register. Immediately check in the garden if any children are found to be missing.

- On hearing this alarm call all staff to bring registers, telephone and guide children and any visitors/students etc into the **designated area**. Checking each area is empty as they go, locking external doors and windows, turning off lights and closing internal fire doors.

Then...

- One member of staff immediately counts the children/ staff and checks against totals in the register. If a child or staff member is missing the Staff leader (or nominated staff member) searches in the building and bring them back to the designated area as quickly and quietly as possible.
- One member of staff to fix a sheet to the **designated areas** windows, this prevents the intruder locating the whereabouts of the children and staff.

Lock Down Policy

Staff responsibilities	
Person in charge	<ul style="list-style-type: none"> • Secure external access points • Raise alarm – call 999
Other staff	<ul style="list-style-type: none"> • Stay with children
Signals	
All staff and any adults present	<ul style="list-style-type: none"> • Communicate lockdown by word of mouth • Communicate all clear by word of mouth • Evacuation procedure set off fire alarm/word of mouth • In case of fire evacuation, go to assembly point as normal
Lockdown	
Assembly points	<ul style="list-style-type: none"> • Main room • Bring children inside, lock the doors
Increased Protection	<ul style="list-style-type: none"> • Assemble in office or kitchen • Lock doors • Cover windows – pull down blinds • Position children away from windows or doors. Under tables • Turn off electrical devices • Phones on silent
Communication	<ul style="list-style-type: none"> • Via email/text between staff • Via Family with parents • Parents not to call or come to preschool as this may inhibit emergency services

Signed:  Chairperson