

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

Providers must have a no-smoking policy, and must prevent smoking in a room, or outside play area, when children are present or about to be present

**Come and Play Preschool**



Registered Charity No. 1022409

## **8.8 Lockdown Policy and Procedure**

Come and Play Preschool 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, the preschool will act to ensure the safety of all personnel in the setting in the following situations:

- If unauthorised person(s) considered dangerous, are on preschool grounds
- In instances including 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 well-being of others
- In emergency situations within the environs of the preschool where there is potential risk from spills or poisonous fumes

A lockdown will be initiated by a long blow on a whistle. Lock down procedures will be practised termly so 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, students, and visitors in an emergency situation:

1. On hearing the lockdown signal the preschool leader/deputy will call for assistance – 999
2. Staff will lock all doors and draw blinds on all windows (to protect from flying glass)
3. A long whistle blow will signal lockdown procedure to take effect immediately

**In the setting:**

Upon hearing the lockdown signal these steps will be followed:

1. Staff to secure all windows and doors
2. Close all blinds (to protect from flying glass)
3. Instruct children to sit on the floor near the white cupboard doors and keep them calm
4. If anyone is in the garden, call them in
5. Collect medical box, register and mobile phone
6. Do a head count immediately and register
7. Supervise, ensuring everyone remains out of sight and are sitting quietly, reading a story to help ease any apprehension the children may have.
8. No one should be allowed out of the room or safe area during a lockdown procedure
9. Remain in lockdown until the all-clear has been given and normal situation resumes – single short whistle blows will signal all clear

**If the lock down sounds whilst outside**

1. Go inside immediately
2. Follow procedure above
3. Remain in lock down until receive further notice

**Go In, Stay In, Tune In**

Local industrial accidents e.g. a factory fire with hazardous fumes may also necessitate sheltering inside the preschool building. All doors and windows should be kept shut and appliances such as extractor fans switched off. The emergency services and/or local authority will give all clear. Information may also be broadcast on local radio or television.

**Evacuation**

Some examples of circumstances when it may be appropriate to evacuate a building or designated area include fire, bomb threats, gas or chemical leaks explosions or substantial damage to the building. We walk the children to the nearest safe point. Preschool Leader or Deputy will take the register including contact details and mobile phone.

**Internal Threat Response**

1. Person in charge will ensure the security of all personnel in the vicinity of the threatening situation. This may require moving to another part of the building. The staff member or designated adult will sound the alarm and inform the emergency services
2. Do a head count immediately. Ensure children remain out of sight and sit quietly
3. Remain in lockdown until all clear message is given

**At no time will staff attempt to physically remove an unwanted visitor.**

**Staff will follow the directives of police as instructed or requested.**

This policy was adopted on

30/10/2020

Date to be reviewed

30/10/ 2023

Signed by committee chairperson

Signed by preschool leader

