



Registered Charity No. 1022409

### **3 Health and safety policy and procedures**

**Designated Health and Safety Officer is: Flora Lau**

#### **3.21 Terrorist threat/attack and lock-down**

Most procedures for handling an emergency are focussed on an event happening in the building. However, in some situations you will be advised to stay put (lock-down) rather than evacuate. 'Lock-down' of the preschool is intended to secure and protect occupants in the proximity of an immediate threat.

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 preschool 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 preschool 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

By controlling movement in an area, emergency services can contain and handle the situation more effectively.

- The preschool manager assesses the likelihood of an incident happening based on their location.
- The manager will check our police website for advice and guidance.
- Local police contact numbers are clearly displayed for staff to refer to.

- Staff rehearse simple 'age appropriate' actions with the children such as staying low to the floor, keeping quiet and listening to instructions in the same way that fire procedures are practiced.
- Lock-down must be rehearsed and recorded termly.
- The manager is aware of the current terrorist alert level, as available at [www.mi5.gov.uk/threat-levels](http://www.mi5.gov.uk/threat-levels).
- We follow any additional advice issued by the local authority.
- Emergency procedures are reviewed and added to if needed.
- Information about this procedure is shared with parents and all staff are aware of their role during 'lockdown'.
- A text/phone message is issued to parents when lockdown is confirmed.

Suggested wording for parent message

*Due to an incident we have been advised by the emergency services to secure the premises and stay put until we are given the 'all clear'. Please do not attempt to collect your child until it is safe to do so. We will let you know as soon as we are able to when that is likely to be. In the meantime we need to keep our telephone lines clear and would appreciate your cooperation in not calling unless it is vital that you speak to us.*

### **Lock-down procedures**

*If an incident happens the manager acts quickly to assess the likelihood of immediate danger. In most cases the assumption will be that it is safer to stay put and place the preschool into 'lockdown' until the emergency services arrive. As soon as the emergency services arrive at the scene staff comply with their instructions.*

A lockdown will be initiated by **a long blow on a whistle**.

Follow the **CLOSE** Procedure

Close all windows and doors

Lock up

Out of sight and minimise movement

Stay silent and avoid drawing any attention

Endure. 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:

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

### **During 'lock-down'**

#### **In the preschool:**

Upon hearing the lockdown signal these steps will be followed:

- Staff to secure all windows and doors until further instruction is received.
- Close all blinds (to protect from flying glass)
- Instruct children to sit on the floor near the white cupboard doors and keep them calm
- If anyone is in the garden, call them in

- Manager collect medical box, register and mobile phone
- Do a head count immediately and register
- Supervise, ensuring everyone remains out of sight and are sitting quietly, reading a story to help ease any apprehension the children may have.
- *Staff tune into a local TV or radio station for more information.*
- *Staff do NOT make non-essential calls on mobile phones or landlines.*
- No one should be allowed out of the room or safe area during a lockdown procedure
- Remain in lockdown until the all-clear has been given and normal situation resumes – single short whistle blows will signal all clear
- *If the fire alarm is activated, staff and children remain in their designated area and await further instructions from emergency services, unless the fire is in their area. In which case, they will move to the next room/area, following usual fire procedures.*

***The door will not be opened once it has been secured until the manager is officially advised “all clear” or is certain it is emergency services at the door.***

*During lockdown staff do NOT:*

- *travel down long corridors*
- *assemble in large open areas*
- *call 999 again unless there is immediate concern for their safety, the safety of others, or they feel they have critical information that must be passed on*

#### **If the lock down sounds whilst outside**

- Go inside immediately
- Follow procedure above
- 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**

- 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
- Do a head count immediately. Ensure children remain out of sight and sit quietly
- 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.**

**Following lockdown:**

- *Staff will cooperate with emergency services to assist in an orderly evacuation.*
- *Staff will ensure that they have the register and children's details.*
- *Staff or children who have witnessed an incident will need to tell the police what they saw. The police may require other individuals to remain available for questioning.*
- In the event of an incident it is inevitable that parents will want to come to the preschool and collect their children immediately. They will be discouraged from doing so, until the emergency services give the 'all clear'. Staff will be always acting on the advice of the emergency services.

**Recording and reporting**

- The preschool manager reports the lockdown to the trustees as soon as possible. In some situations, this may not be until after the event.
- A record is completed as soon as possible.

**Further guidance**

Members of the public should always remain alert to the danger of terrorism and report any suspicious activity to the police on 999 or the anti-terrorist hotline: 0800 789 321.

For non-emergency, call the police on 101.

This policy was adopted on

6<sup>th</sup> September 2025

Date to be reviewed

6<sup>th</sup> September 2026

Signed by committee chairperson

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Signed by preschool manager

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