

St Saviours Preschool

Lockdown Policy

The Lockdown Policy is designed to protect children, adults and staff from intruders and emergencies or threats nearby. In the event of a Lockdown children, staff and any other adults already in the setting will be kept in a secure place until the security services advise otherwise. Parents/Carers will receive a message stating the situation and telling them not to collect their child. These measures will be taken for the security of the child, staff and child's parent/carer.

We won't be able to talk to parents/carers individually or take calls as telephone lines will have to be kept clear for the security services.

Security Of The Premises

We secure our premises as best as possible at all times. A lock is placed on the garden gate and the garden is checked whilst setting up. The premise's front door is only opened for children's arrival and at pick up times. At other times the front door to the building is locked. Our internal pre-school room door is always locked.

Lockdown Procedure

We will place our pre-school into Lockdown either following the advice of the emergency services, or as a result of our own risk assessment. During a Lockdown situation we would always liaise with emergency services.

Staff will respond promptly gathering the children into a safe area of the room relative to the threat.

Outside doors into the building will be checked including the access to the church link which will also be placed under lockdown.

We will lock all access to the garden.

Windows will be closed and all blinds will be shut to restrict view into the room.

Children will be kept away from doors and windows as much as possible and kept calm by a member of staff.

Staff will take the register and gather all children's contact details and collect the work phone.

Parents/Carers will be notified of the circumstances and if applicable a member of staff will use relevant media to keep abreast of the situation.

Lockdown drills will be practised termly.

Safehouse

In the event of the threat moving into the building, children, adults and staff will be evacuated by any of our emergency exits and taken into a safehouse. The emergency evacuation and safehouse will depend on where the threat is coming from.

Safehouses are available to the preschool.

This policy was adopted by St Saviours Preschool *(name of provider)*

On 1st August 2020 *(date)*

Date to be reviewed 1st August 2021 *(date)*

Signed on behalf of the provider

Name of signatory Karen Coates

Role of signatory (e.g. chair, director or owner) Partner