## Lockdown Process Policy

### Definition

A lockdown is implemented when there is a serious risk (e.g. violent or armed intruder) to the setting. The initiating threat can be either internal or external to the setting.

The purpose of these procedures is to provide instructions for staff in the event of an incident that requires the lockdown procedure to be executed.

This policy works closely with our ‘Safeguarding Children and Child Protection Policy’, ‘Fire Safety and Evacuation Policy’ and any contingency plans we have in place.

The preschool will periodically test out the Lockdown procedure to ensure our children know what to do.

### Policy statement

A lockdown may be a full or partial lockdown. The actions are designed to be a swift response to an immediate threat to safety to staff and children. The steps we will follow where a lockdown may be activated include:

* An incident or civil disturbance in the local community which poses a risk to the preschool.
* An intruder on the site with the potential to pose a risk to the preschool.
* Lock risk of air pollution such as smoke plume or gas cloud.
* A dangerous dog roaming loose.

### Procedures

The preschool has reviewed their daily operations to ensure that a lockdown process works most efficiently. On a daily basis, we will:

* Staff will wear their uniform / agreed preschool clothing
* Staff will remain up to date with their first aid qualification.
* The register will always be available during the preschool session.
* Visitors to the preschool will be advised to ask for the Leader or Deputy by name.
* Our families are required to access and exist the building using the designated entrance.
* New staff will be introduced to the Warmley Community Centre office staff within the first week of employment.
* Staff will be trained in our lockdown process, and regularly have lockdown exercises.
* Periodically we will remind parents and carers that we have a lockdown process in place.
* We will report verbally and in writing any issue in the setting that means exits are inadequate, unusable or unsafe.

**Staff actions:**

* Alerting staff to the activation of the lockdown plan by a recognised signal, audible throughout the preschool, using communication between staff.
* Bringing pupils from outside into the preschool setting as quickly as possible.
* Locking all external doors and windows as necessary.
* Having arrangements for preschool staff to notify the Community Centre office.

**Notifying parents:**

* Parents are reassured that the preschool understand their concern for their child’s welfare and is doing everything possible to ensure their safety.
* Do not need to connect the parents.
* Do not need to come to the preschool setting.
* Wait for the preschool to contact them about when it is safe to collect their children, and where this will be from.
* Be aware of what will happen if the lockdown continues beyond preschool hours.

**For our setting to be secure in a multi occupancy building, we will:**

* Secure entry and exit points
* Communicate the threat to staff and the community centre
* Move immediately to one of our designated safe areas. Our designated areas are away from windows and doors.
* Lock and barricade the door and consider covering windows
* Turn off lights or maintain a minimal lighting.
* We will encourage children to lay flat on the floor or to take cover out of sight.
* Turn off mobile phones and devices.
* Keep calm and quiet.
* Stay in the room until police arrive and confirm it is safe to remove.

**If an injury occurs:**

* Should someone be injured, we will call 999 from a land line (if possible).
* If a landline is not possible, we will use a mobile phone, this will be set to silent.
* Staff will provide first aid care prior to emergency care being available.
* We will only ask for assistance when it is safe to do so.

**When reporting an incident to the police:**

* Our specific location (the address of the community centre and the room where the children are safely being cared for).
* The number of people (adults and children) in the location.
* If there are injuries, the number of injuries and the type of them.
* That there is CCTV from the community centre focusing on the car park.

**We will also provide information to the police about the threat:**

* If we have seen the assailant or identified a threat.
* Location and number of suspects.
* Direction of travel.
* Their clothing and description.
* The identity of the assailants if known.
* Any weapons or accessories (e.g. back packs).
* And any unusual or threatening sounds for our environment.

**If a fire alarm sounds during the lockdown, we will:**

* We will not respond as normal to a fire alarm as this may be a ploy by the offender.
* Remain calm in the lockdown secured area.
* Attempt to verify the fire alarm activation locally with the community centre if possible, or by contacting the emergency services with care.
* If fire is verified, we will follow the evacuation procedures.

## Adoption of Policy

This policy was adopted as follows:

Meeting of Friends of Warmley Preschool

Date Held\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of review\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed on behalf of the management committee:

Name of Signatory\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Role of Signatory\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Appendix A – Run Hide Tell (Stay Safe Principles)

The Stay Safe principles (Run Hide Tell) give some simple actions to consider at an incident and the full information that armed officers may need in the event of a firearms and weapons attack.

### Run

* Escape if you can.
* Consider the safest options.
* Is there a safe route? RUN if its safe, HIDE if not.
* Can you get there without exposing yourself and children to greater danger?
* Insist others leave with you,
* Leave belongings behind.

### Hide

* If you can’t RUN, then HIDE.
* Find cover from gunfire.
* If you can see the attacker, they may be able to see you.
* Cover from view does not mean you are safe.
* Find cover from gunfire, for instance substantial brickwork and heavy reinforced walls.
* Be aware of your exits.
* Try not to get trapped.
* Be quite, silence your phone.
* Lock / barricade yourself in.
* Move away from the door.

### Tell

Call 999. What do the police need to know?

* Location of the suspects and the direction they went in.
* Describe the attacker, features, number of them, clothing and any weapons.
* Number of casualties, type of injury.
* Building information such as entrances.
* Are there any hostages?
* Stop other people entering the building if it is safe to do so.

### Armed Forces Response.

* Follow officer’s instructions.
* Remain calm.
* Can you move to a safer area?
* Avoid sudden movements that may be considered a threat.
* Keep your hands in view.

### Officers may:

* Point guns at you.
* Treat you firmly.
* Question you.
* Be unable to distinguish you from the attacker.
* Offices will evacuate you when it’s safe to do so.