

Yarburgh Community Preschool

Policy - 8.5.a Lockdown procedure



Policy statement

Yarburgh Community 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:

- In the event that unauthorised person(s) considered dangerous, are on preschool grounds.
- In instances included domestic breakdowns where estranged parties are attempting to abduct children.
- In instances where personnel, children, volunteers or staff from within the setting become a threat to the well-being of others.
- In emergency situations within the environment of the setting where there is potential risk from spills or poisonous fumes.

A lockdown will be initiated by a recognisable signal of 3 whistle blows. Lockdown procedures will be practiced from time to time to ensure that staff and children are familiar with them.

Procedures

The following steps provide guidelines for staff, students and visitors in an emergency situation:

1. On hearing the lockdown signal the Preschool Manager and/or Supervisor will call 999 for assistance from the emergency services.
2. Staff will check front door locks and close internal hall, kitchen door and the garden doors.
3. Three long whistle blows will signal lockdown procedures to take effect immediately.

In the setting

Upon hearing the lockdown signal, these steps will be followed:

1. Staff to get all children in from garden. Staff to secure all windows and doors. Instruct children to move into the office and keep them calm. Collect medical box, register & mobile phone. Lock office door, pull blinds and curtains.
2. Do a head count immediately & call register.
3. Telephone neighbouring setting(s) to advise of lockdown.
4. Supervise, ensuring everyone remains out of sight and are sitting quietly.
5. No one should be allowed out of safe area during a lockdown procedure.
6. Remain in lockdown until the all-clear has been given by the police.

This policy was adopted by Yarburgh Community Preschool

On _____ (date)

Date to be reviewed _____ (date)

Signed on behalf of the provider _____

Name of signatory Mary Casey

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