



Little Ducklings Pre-School

Lock Down Procedure

Issue A

Lock Down Procedure

We will use the lock down procedure when the safety of the children and staff is at risk and we will be better placed inside the current building, with doors and windows locked and blinds/curtains drawn.

We will activate this emergency procedure in response to a number of situations, but some of the more typical might be:

- A reported incident or disturbance in the local community (with potential to pose a risk to staff and children in the Pre-School)
- An intruder on the Pre-School site (with potential to pose a risk to staff and children in the Pre-School)
- A warning being received regarding a risk locally, of air pollution (smoke plumes, gas cloud etc.)
- A major fire or explosion in the vicinity of the Pre-School – as long as it is safer staying in the premises than leaving

In this case the staff will be notified by the following action:

Management of the situation will depend in the circumstances presented

Remain Calm

Move slowly

Obey instruction

DO NOT PROVOKE AN INCIDENT

Initial Notification

Raise the alarm – three sharp short blasts on your whistle

In the event of an incident requiring 'lockdown' the person witnessing the incident must alert other staff to the danger using their whistle. If possible, the manager should be made aware of the situation and they will determine the risk and need for 'lockdown' and contact the emergency services if emergency services have not already made contact. Where possible, Rucstall school should also be contacted by the manager to be made aware of the situation.

All children, staff and visitors will remain in the room they are in, if safe to do so. When the children are gathered they should be seated on the floor away from doors and windows with the door bolted from the inside and inside lobby door locked. If possible, the office doors will be locked also. Lights should be switched off and doors barricaded if possible. Staff must try to ensure (as best as possible) that children are kept calm and quiet. Try and keep children engaged in a quiet activity or game. Do not allow anyone out of the room during a lockdown procedure in any circumstances.

A register/head count should be taken at this time.

The manager will ensure all children, staff and visitors are accounted for and safe before returning to the office area to keep up to date with the current situation via updates.

The manager will manage the situation dependent on the situation and information available. If the Pre-School is in immediate danger of an intruder, the police will be called as a matter of urgency. In other cases where the situation has been alerted by the police or local area authority then the Pre-School will await further instructions.

Little Ducklings

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Ofsted Registration: EY424761 Charity Registration: 1132767



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Once the all clear has been given externally the manager will issue the all clear internally. After this time the staff will try to return to normal practice to enable the children not to be disrupted or upset by the events.

Any children showing worries or concerns will have one to one time with their key person to talk about these.

Parents will be informed about the situation at the earliest and safest opportunity and will be kept updated when the information changes.

After the event, a log will be made of the incident. A post-incident evaluation will be conducted to ensure that each child and staff member was supported fully and the procedure went as planned.

Signed on behalf of Little Ducklings Pre-School: _____

Position: _____

Document History

[illegible]