

# Lockdown Policy and Procedure



Mereworth Pre-School recognises the potentially serious risks to children, staff and visitors in an emergency or harmful situations.

Lockdown of a building or buildings is an emergency procedure to secure and protect occupants near an immediate threat. By controlling movement in an area, emergency services can contain and handle the situation more effectively.

A Lockdown may take place where there is a perceived risk of threat to the children, staff and visitors.

- If an unauthorised person(s) considered dangerous, are on school grounds.
- In instances including domestic breakdowns where estranged parties are attempting to abduct children.
- In emergency situations within the environs of the school where there is potential risk from spills or poisonous fumes.

**Our Lockdown will be initiated by a recognisable signal of 3 short blast of the whistle and followed by 1 long blast of the whistle – this is clearly distinguishable from the fire alarm/evacuation which is one blast of the whistle.**

**Lockdown procedure will be practised once a term so that staff and children are familiar with them.**

Threat Levels are designed to give a broad indication of the likelihood of a terrorist attack [www.gov.uk/terrorism-national-emergency/national-emergency](http://www.gov.uk/terrorism-national-emergency/national-emergency)

The current threat Levels for the UK is CRITICAL means an attack is expected imminently.

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 calls to the police, call 101.

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

1. **Signal of 3 short blast of the whistle and followed by 1 long blast of the whistle.**
2. If anyone is outside, everyone MUST get into the building and go straight to the lockdown area (preferably the main hall), close all windows and lock all doors
3. Stay calm and collect the Register and Registration details from the Registration draw, medical box, telephone and settings laptop. The lockdown procedure is on the reverse of the register.
4. Upon hearing the lockdown signal, the Pre-school Manager or Deputy will call for assistance – by telephoning 999.

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5. Draw the curtains.
6. Instruct the children to sit on the floor in the lockdown area and keep calm.
7. Do a head count immediately and call the register.
8. Manager/Deputies to send email to all parents from the setting's secure laptop advising them that we are in lockdown.
9. Supervise, ensuring everyone remains out of sight and are as quietly as possible.
10. No one is allowed out of the lockdown area during a lockdown procedure.
11. Do not call 999 again unless you have immediate concern for your safety, the safety of others, or feel you have critical information.
12. Remain in lockdown until the all-clear has been given and normal situation resumes – **single blast of the whistle will signal all is clear.**

## Following the Lockdown

- Co-operate with the emergency services to help in orderly evacuation.
- Ensure you have the register and children's details with you.
- Any staff or children who have witnessed an attack or incident will need to tell the police what they saw.

The police may require other individuals to remain available for questioning.

## Managing Parents/Carers

In the event of an incident it is inevitable parents/carers will want to come to the setting and collect their child immediately.

They must be discouraged from doing so, until the emergency services give the all clear for each child to be collected.

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Date of Policy:	
Date to be reviewed:	
Signed by the Manager:	
Signed by the Committee:	
Name of signatory:	
Role of signatory:	