



1.17a Lockdown procedure

St Mary's Pre School recognises the serious risks to children, staff and visitors and a lockdown may take place where there is a perceived risk of threat to the pre-school and the safety of the children and adults in the setting.

Lockdown procedures may be activated to any number of situations, but some of the more typical might be:

- Reported incident or disturbance in the Local Community (with the potential to pose a risk to children and adults in the setting)
- An intruder onsite (with the potential to pose a risk to children and adults in the setting)
- A warning being received regarding an environmental risk locally of air pollution (smoke plume, gas cloud etc)
- A major fire in the vicinity of the setting
- The close proximity of a dangerous animal
- Terrorism alert

ALL CHILDREN AND STAFF TO BE FAMILIAR TO A 3 LONG WHISTLE BLOW AND KNOW WHAT IT MEANS

Inside the building/outside in the playground area:

- A lockdown will be initiated by a member of staff by blowing three (3) long whistles to gather all the children together in the building
- Staff to support children to lie down low under tables or lie as low to the floor as possible
- Encourage children to remain still and silent
- Fran Budden/Karen Lewington to check toilet area, shut all windows, close blinds, ensure all doors are locked and close swing door in hallway
- Headcount carried out by Marie Booker/Maz Norton
- Manager will immediately call 999
- Text message will be sent out to parents if appropriate and safe to do so

Forest School:

- A lockdown will be initiated by a member of staff by blowing three (3) long whistles to gather all the children together in designated area (if safer to do so, whistle will not be blown and children will be gathered together as quietly as possible by staff)
- Staff to support children to lie on the ground and stay as still and quiet as possible
- Forest School lead to call 999 and main building
- Headcount taken
- Text message will be sent out to parents if appropriate and safe to do so
- If three whistles are heard, lockdown procedure to be followed and wait to be contacted by main building how to proceed.



Outdoor Learning area:

- A lockdown will be initiated by a member of staff by blowing three (3) long whistles to gather all the children together in designated area (if safer to do so, whistle will not be blown and children will be gathered together as quietly as possible by staff)
- If possible, the children will be moved inside the vicarage building (+/- 5m away) and the door locked.
- Staff to support children to lie on the ground and stay as still and quiet as possible
- Senior staff member to call 999 and main pre-school building
- Headcount taken
- Text message will be sent out to parents if appropriate and safe to do so
- Everyone will remain low to the floor/ground until further instructions are received from the emergency services
- The staff will attempt to keep the children as quiet and calm as possible until the dangerous situation is over
- When we are completely sure that the danger is over, the children will be engaged in activities
- The manager will phone parents/carers and trustees (if not already contacted) to inform them of the incident
- Records will be made of the event and actions taken will be recorded in our incident book
- Ofsted and Surrey Early Years Early Years will be informed within 24 hours of the incident occurring
- Subsequent to any events parents will be notified
- If three whistles are heard, lockdown procedure to be followed and wait to be contacted by main building how to proceed.

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