

Goudhurst Village
Pre-school



Lockdown Policy

Policy Statement

This pre-school recognises that, in response to potential terrorist threats or security incidents involving violent or threatening intruders, many pre-schools have an emergency “lockdown” procedure in place.

Background

The theory of lockdown is that, in some circumstances when faced by an immediate security threat, children and teachers are safer locking themselves in their rooms rather than evacuating, as in a fire alert, and waiting outside where they may be in danger. Lockdown means that teachers keep their pupils safely inside until given an all-clear message.

Such arrangements should be designed as a proportionate response to any risk and subject to specific risk assessment. In this context it must be remembered that such events are very rare and the policy a precautionary one.

Procedure

All situations are different and in any security threat the pre-school Manager and staff should conduct an ongoing risk assessment based on advice from the police. Their response to a reported incident of violence or civil disturbance either in the pre-school or in the local community which may pose a risk to staff and pupils in the pre-school should be partial lockdown or full lockdown.

Partial Lockdown

Partial lockdown is a precautionary measure to put the pre-school in a state of readiness. The Manager, or their Deputy, should signal partial lockdown if there is an incident that has potential risk to the pre-school.

On hearing the partial lockdown signal:

- all members of staff and children should remain in the building with doors and windows locked
- any outside activity to cease immediately and staff and children to return to the Church Room main hall
- external doors to be secured by the Manager or their Deputy.

Full Lockdown

The Manager, or their Deputy, should signal full lockdown if there is an incident that has immediate risk to the pre-school.

On hearing the full lockdown signal:

- all staff and children should remain in the Church Rooms main hall
- the Church Rooms doors and windows should be locked and blinds/curtains drawn
- Children should sit as quietly as possible and out of sight
- any outside activity to cease immediately and staff and children to return to the Church Rooms main hall
- once all staff and children are safely inside, external doors to be secured by the Manager or their Deputy who should make sure there is no one missing
- during the lockdown, staff will keep agreed lines of communication open
- staff and children should remain in lockdown until it has been lifted by the Manager or by the emergency services
- at any point during the lockdown, the fire alarm may sound which is a cue to evacuate the building
- throughout the lockdown, the Manager or their Deputy should maintain communication with the emergency services via a free phone line that is not blocked by concerned callers
- a message should be put out to parents to reassure them and to ask them not to block the phone lines or to come to the pre-school until informed that they should collect their children
- the Manager or their Deputy should consult with the emergency services regarding the timing of communications to parents.

Staff Training

The pre-school will make every effort to ensure that staff are trained and instructed in lockdown measures, including temporary and agency staff. Parents will be informed of the precautionary policy through newsletters.

This policy was adopted at a meeting of Goudhurst Village Pre-school

Held on.....

Date to be reviewed.....

Signed on behalf of the provider.....

Name of signatory.....

Role of signatory.....