



Spinney Pre-School Lockdown Policy and Procedure

Statement of intent

Spinney Pre School aims to ensure that both children and staff are safe in situations where there is a hazard on or outside the Pre School premises that requires children and staff to be locked within the building for safety. This policy not only applies to staff, volunteers, parents/carers, children and visitors to the Pre School but also the School (St Michael with St Thomas) which is independent from the Pre School but is on the same site. This Lockdown Policy covers the procedures and personnel responsibilities when the Pre School is required to go into Lockdown.

'Lockdown' is the ability to quickly restrict or hinder access and/or egress to/from a site or building (or part of) through physical measures in response to a threat, either external or internal. Our main aim of 'Lockdown' will be to prevent or frustrate attackers accessing the Pre School building or the immediate site.

Pre School should consider going into 'Lockdown' in response to a fast-moving incident such as a firearms or weapons attack, either directly at the site or in the vicinity, or if there is a hazard on site that might not assume immediate danger but where we accept full safety and security of our children, staff etc.

For these two levels of threat we will have two levels of response.

Red Lockdown-for more serious events-involves securing the Pre School doors, closing the windows and blinds, turning lights off and remaining quiet in the Home Corner

Amber Lockdown-for less serious events-involves everybody remaining in the Pre School building until given the all clear.

Spinney Pre Schools Lockdown Policy and procedures will apply when children and staff need to be locked within the building for their own safety. This will occur if there is an emergency situation including a potential armed weapon threat, terrorist attack, criminal activity or violent intruder; or the potential thereof. The policy will also be brought into use if a violent parent is on the premises or if the school has notice that a violent parent is on route. All people in Pre School must adhere to the policy and its procedures for safety.

Particulars of the Lockdown procedure will be shared with all the Pre School staff and the main school.

The main school have adopted their own policy and procedures for execution on receipt of Lockdown notification. On the event of the main school implementing their Lockdown procedure, Pre School would also enter Lockdown. The proximity of the two settings requires full co-operation on this matter. Pre School would **only** exit Lockdown when the main school informs us it is safe to do so.

Consequences

There will be at least one practice lockdown drill per term with the children. All staff members must ensure that they are clear about the 'Lockdown' procedure before a practice drill or 'Lockdown' occurs. In the event of an emergency, the Supervisor or acting Supervisor will make the decision, in consultation with Police when deemed necessary-or indeed if there is time-whether the Pre School needs to be locked down or not. **Children will not be released to parents during Lockdown.** Parents/Carers are not to call the Pre School as this might tie up the **emergency line that must remain open.**

Administration Responsibilities (when possible)

1. On initiating Lockdown Procedures:
 - If we receive notification from Police/Main School etc. that they are in a Red Lockdown then the Pre School will go into a Red Lockdown too.
 - For a less serious threat we implement the Amber Lockdown procedure but where the Supervisor or acting Supervisor feels it is necessary to secure the children, staff and visitors etc. there will be an Amber Lockdown sent by text message to the **schools contacts**. If this progresses to a Red Lockdown a further text will be sent.
 - Security for each will be similar but the staff needs to react accordingly to either Red or Amber notice and engage the children accordingly.
2. Contact the Police on 999 and advise them of the emergency.
3. We will text the main **Schools Contacts** who are Head Teacher and the Schools Business Manager to advise them if it is an Amber Lockdown and inform them that the Pre School is instigating its Lockdown procedure.

4. Lock doors, close all windows and blinds.
5. The register will be taken into the Home Corner.
6. **In the event of a 'Red Lockdown'** - Arrange for our Chairperson, Secretary, Treasurer and Parents/Carers to be informed via a text. This is what it will say **'DUE TO AN INCIDENT WE HAVE BEEN ADVISED BY THE EMERGENCY SERVICES TO SECURE THE PREMISES AND STAY PUT UNTIL WE ARE GIVEN THE 'ALL CLEAR'. PLEASE DO NOT ATTEMPT TO COLLECT YOUR CHILD UNTIL IT IS SAFE TO DO SO. WE WILL LET YOU KNOW AS SOON AS WE ARE ABLE AND WHEN THAT IT IS LIKELY TO BE.'**

IN THE MEANTIME WE NEED TO KEEP OUR TELEPHONE LINE CLEAR AND WOULD APPRECIATE YOUR CO-OPERATION IN NOT CALLING UNLESS IT IS ABSOLUTELY VITAL THAT YOU SPEAK TO US'

7. **In the event of a 'Red Lockdown'** - The 'all clear' will be notified by either the Police/ Pre School/ Main School. This is the only option for 'all clear'.

Procedure

RED LOCKDOWN

- In the event of a Pre School Lockdown, it is mandatory that all children and adults who are in the setting remain indoors. Children and adults in the playground are to move indoors. Staff will also check the toilets.
- Close all doors, windows and close the blinds. Place tables or other heavy furniture in front of the doors where possible.
- Turn off lights and electrical devices.
- Position the children and staff in the Home Corner upon this scenario. This is a responsible adult's call.
- Take a complete register of everyone in the room.
- **Pre School will also contact the main School Contact List, to inform them of relevant details and to pass information on**
- Remind everyone to remain quiet
- No one is to leave the room during Lockdown
- Remain in the position until the "ALL CLEAR" is announced

AMBER LOCKDOWN

1. Move all children and staff into the setting
2. Close doors, windows and blinds
3. Allow children to play
4. Await the all clear or further information.

RED LOCKDOWN

1. Move all children and staff into the setting
2. Barricade all doors, close windows and blinds
3. All children and staff go into the Home Corner
4. Keep all Children and adults quiet
5. Telephone 999
6. Text Chairperson/Secretary/and the School Contacts
7. Await the all clear

This Policy was adopted at a meeting of the Pre-School held on (date)_____

Signed on behalf of the Pre-School_____