



## 23. Emergency Lockdown Policy and procedure

### Statement of Intent

Yaddlethorpe Pre-school have a duty to do all that they reasonably can to ensure the health, safety and welfare of the children, staff and visitors to the group. It is our intention to provide safe systems of work and to ensure that all staff follow safe working practices.

There could be situations when a threat from outside the pre-school may require us to go into emergency lockdown, rather than evacuating the building, to ensure the safety of all those on the premises.

Threats may come from:

- Safeguarding risk to a child
- Industrial incident/accident
- Chemical and/or radiological incident
- Terrorist threat and/or attack
- Intruder in the pre-school grounds
- Dangerous animal in/around the grounds

This list is not exhaustive.

Direction from emergency services will be followed should any incident occur affecting the safety of all users of the pre-school.

### Procedure

In the event of an incident we use an “Emergency Lockdown Code Word”

Our Emergency Lockdown Code Word is **“LOCKDOWN”**

This word is included in our induction process and is known by all staff, students and volunteers.

If an incident occurs the Emergency Lockdown Code Word will be called and the following procedure will be followed:

- A nominated staff member will call emergency services (999) and take direction from them.
- Children will be gathered indoors.
- All doors, windows and gates will be locked (if safe to do so)
  - Front door
  - Emergency Exit
  - Kitchen door
  - Committee Room door
  - Inner gate
- Where possible blinds and curtains will be shut.
- Where possible we will continue with normal activities so as not to alarm the children.
- If necessary, we will inform the children that they may be staying at pre-school longer than expected. This will be done sensitively in an age-appropriate way. Children will receive support from their key person.
- If needed the kitchen, storeroom and cloakroom may be used to keep the children as far away as possible and out of sight of the incident.

The Lockdown Procedure will be practiced on a termly basis and recorded, then discussed at staff meetings. Parents will be notified of the procedure.

### **Informing parents/carers**

It is important that we inform parents/ carers of any situation that arises in a timely manner.

Parents/carers will be contacted by telephone, text message or email at the earliest convenience once the children are safe and the emergency services advise us to do so.

- Parents will be informed that we are in lockdown and be assured that their child is being cared for.
- Parents will be kept informed of the situation as necessary.
- Parents will be asked to refrain from telephoning the pre-school to avoid jamming the telephone line.
- Parents will be asked not to attempt to collect their child so as not to put themselves at risk or put increased strain on emergency services.
- Once the all clear is given by emergency services parents will be contacted to collect their children.
- In situations where we are unable to communicate directly with parents/carers the advice is to tune in to local radio for information or to contact incident helplines where possible.

All emergency lockdown incidents will be recorded in the Major Incident Record. Details will include

- The incident
- Adults and children present
- Action taken
- Outcome

The incident will be reported to Ofsted and other relevant agencies as required.