**Lock Down**

**Policy statement**

An evacuation or lockdown occurs when circumstances dictate that the safety of the children and staff is better ensured inside the building with doors and windows locked. Children would be moved away from the windows and doors for safety.

The Lockdown procedure may be activated in response to any number of situations but some of the more typical might be:-

* A report of incident/civil disturbance in the local community (with potential to pose a risk to staff and children in the pre-school).
* An intruder on the pre-school site (with potential to pose a risk to staff and children in the pre-school)
* A warning being received regarding a risk locally of air pollution (smoke plumes, gas cloud etc)
* A major fire in the vicinity
* The close proximity of a dangerous animal roaming loose.

**Procedures**

* Management of the situation will depend on the circumstances presented. Staff will:
* Remain calm
* Move slowly
* Obey instructions
* Not provoke an incident
* The following three stages must be followed:
* Step 1 – GO IN
* Step 2 – STAY IN
* Step 3 – TUNE IN
* INITIAL NOTIFICATON – In the event of an incident requiring Lock down, the person witnessing the incident must try to notify the Manager/Deputy Manager (person in charge) to raise the alarm.
* The Manager/Deputy Manager will determine the risk and need for ‘Lockdown’. They will blow the whistle (3 sharp short blasts) and the emergency services will be called.
* All children, staff and visitors will remain in the area they are in, if safe to do so. If the children are playing outside, staff are to promptly direct them into the building, if it is safe to do so.
* Children will be gathered together and be seated on the floor away from windows and doors.
* All windows and doors must be closed and any blinds or curtains must be drawn.
* All lights are to be turned off.
* Staff must try to ensure (as best as possible) that the children are kept calm and as quiet as possible. Staff are to keep alert to the emotional needs of the children – singing quiet songs or using the tablets to keep the children engaged.
* The Manager/Deputy Manager will stay by the phone and be alert to any incoming information.
* A register/headcount should be taken.
* The ‘All clear’ will be signalled by the Manager/Deputy Manager or person in charge. That person will inform all concerned.
* A record will be made of the incident, relevant authorities will be informed, parents notified and incident investigated.

This policy was adopted at a meeting of Alphabets Pre-school management committee

Held on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date)

Date to be reviewed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date)

Signed on behalf of the management committee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of signatory \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Chair of committee)