



Earith Pre-School 7
School Road
Earith, Cambs PE28 3QB
01487 841478
earithpreschool7@aol.co.uk

Lockdown

Policy Statement

Lockdown procedures should be seen as a sensible and proportionate response to any external incident which has the potential to pose a threat to the safety of children and adults in the setting.

Aim

Procedures aim to minimise disruption to the learning and play environment whilst ensuring the safety of all children and adults. Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

1. A reported incident or disturbance in the local community (with the potential to pose a risk to children and adults in the setting)
2. An intruder onsite (with the potential to pose a risk to children and adults in the setting)
3. A warning being received regarding an environmental risk locally, of air pollution (smoke plume, gas cloud etc)
4. A major fire in the vicinity of the setting
5. The close proximity of a dangerous animal

Partial lockdown

A partial lockdown is a precaution aimed to keep children and staff safe while remaining indoors. This may be as a result of a reported incident/civil disturbance in the local community with the potential to pose a risk to children and staff in the setting. It may also be as a result of a warning being received regarding the risk of air pollution, etc. In a partial lockdown staff and children should remain in the building and all doors leading outside should be locked. No-one should be allowed to enter or leave the building; however the setting can continue as usual.

What usually happens during partial lockdown?

- All outside activity to cease immediately, children and staff return to building. (A member of staff will ring the bell continuously and the words lockdown communicated to alert all staff).
- All staff and children should remain in the building and external doors and windows should be locked.
- Free movement may be permitted within the building dependent upon circumstances
- In the event of air pollution or a chemical, biological or radiological contaminants issue, any air vents, fans, heating and air conditioning systems should be closed or turned off.
- Seal up all the cracks around doors and any vents into the room – aim to minimise possible access points of pollutants.

Full lockdown

This signifies an immediate threat to the setting and may be an escalation of a partial lockdown.

Immediate action:

- All children and staff should return to/stay in the building.
- External doors should be locked.
- Internal doors might be locked (where possible).
- Lock windows, draw blinds and curtains and cover internal door windows (so an intruder cannot see in).
- Staff and children to sit quietly out of sight and where possible in a location that would protect them from harm such as gunfire. Consider locations behind substantial brickwork or heavy reinforced walls.



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- Turn off lights.
- Turn off mobile phones (or at the least turn onto silent so they cannot give away your position).
- A register should be taken and headcount completed of all staff and children at the setting.
- Children should not be released to parents/carers during a lockdown and staff should not leave the premises unless instructed to do so.

Parents/Carers

All parents/carers are made aware of our lockdown procedure and the reasons why lockdown might be necessary to reassure them the setting may need to undertake lockdown for their child's safety and welfare.

Parents/Carers are advised to:

- Not contact the setting during lockdown as this could block telephone lines that are needed for contacting emergency services.
- Not to come to the setting during lockdown as this may place themselves or others in danger.
- Wait for the setting to contact them about when it is safe for them to come and collect their child.

Earith Pre-School 7's Procedure for Full Lockdown

- All staff are to remain vigilant and if something which is likely to cause harm is seen, they are to immediately ring the bell continuously and shout "lock down" so that all staff inside and outside can hear.
- A staff member is to count the children as they come inside, checking the total with the register. Last member of staff outside to check the garden is clear as they head in to the building behind the children.
- On hearing this alarm call, staff to bring the telephone, register and emergency contact details and guide the children and any visitors/students to the children's bathroom area. Each area of the building is to be checked they are empty by a member of staff, external doors and windows to be locked and lights to be turned off.
- One member of staff immediately counts the children/staff and check against the register. If a child or staff member is missing the Manager (or senior staff member in their absence) to search the building and bring them back to the bathroom area as quickly and quietly as possible.
- The last member of staff into the bathroom will lock the top bolt on the bathroom door and everyone is to go into the end cubicle out of sight from the sky light in the roof area.
- Staff to remain with the children to help keep them as calm and quiet as possible.
- A senior staff member will ring 999 to report the incident and follow their instructions.
- A senior staff member will ring the Primary School to report the incident.
- We will remain in the bathroom area until told otherwise by the authorities, supporting the children and each other for as long as necessary.
- If the incident is being dealt with by the authorities and we have been told it is safe to do so, we will leave the bathroom area and return to the main room in the hope to reduce the stress on the children as much as possible.
- If it safe to do so and we need to evacuate the Pre-School building, we will head to the Primary School or the Village Hall if the whole site is being evacuated.
- On being told to do so by the police, we will notify parents/carers of the incident and arrange for collection of the children.

To reduce the risk of someone entering the building to cause harm, procedures include:

- A member of staff is located in the doorway of the cloakroom during busy drop-off and collection times.
- All doors are locked after these busy time and parents/carers have to knock for entry.
- The two gates to the garden are always bolted when the children are not in the garden.



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- We have a password system and ask for a description of anyone collecting a child who we haven't seen before.
- Parents/carers are asked to inform us if anyone other than themselves are collecting or dropping off.


After lockdown has taken place:

A letter to parents/carers will be sent home as soon as possible following any serious incident to inform them of context of lockdown.

Following the need for lockdown, the setting management team will create a full record of the event. Policies and procedures will be reviewed as soon as possible to identify any areas for potential development.

A notification of significant incident will be made to Ofsted within 14 days (preferably as soon as possible after the incident).

This policy was adopted by	<u>Earith Pre-School 7</u>	(name of provider)
On	<u>17 July 2020</u>	(date)
Date to be reviewed	<u>16 July 2021</u>	(date)
Signed on behalf of the management committee		
Name of signatory	<u>Nathan Vingoe</u>	
Role of signatory (e.g. chair/owner)	<u>Chairperson</u>	

This Policy was reviewed	<u>02 August 2021</u>	(date)
Date to be reviewed	<u>01 August 2022</u>	(date)
Signed on behalf of the management committee		
Name of signatory	<u>Nathan Vingoe</u>	
Role of signatory (e.g. chair/owner)	<u>Chairperson</u>	