**Lock Down Policy and Procedures**

# Rationale

As part of our Health and Safety policies and procedures the Playgroup has a Lock Down Policy.

On very rare occasions it may be necessary to seal off the school so that it cannot be entered from the outside. This will ensure that pupils, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school in the near vicinity.

A lockdown is implemented when there are serious security risks for the premises due to, for example, near-by chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons intent on causing harm/damage.

# Notification of Lockdown

# The Manger/Deputy Manager will inform the school reception in order for the alarm to be activated.

Staff will be notified that lock down procedures are to take place immediately on hearing ten bursts of the fire alarm bell each one lasting for five seconds.

# Procedures:

Follow the **CLOSE** procedure:

* **C**lose all windows and doors
* **L**ock up
* **O**ut of sight and minimise movement
* **S**tay silent and avoid drawing attention
* **E**ndure. Be aware you may be in lock down for some time
1. The above signal will activate a process of children being ushered into the building as quickly as possible and the locking of the offices, connecting doors and all outside doors where it is possible.
2. At the given signal, the children remain in the room they are in and the staff will ensure the windows and doors are closed/locked and screened where possible. Blinds/curtains are drawn. Children are positioned away from possible sightlines from external windows/doors, preferably under tables. Lights, Smart boards and computer monitors are turned off. Mobile phones are put on silent mode.
3. If practicable, staff should notify the front reception by phone that they have entered lock down and identify those children not accounted for.

# NO ONE SHOULD MOVE ABOUT THE BUILDING

1. Staff support children in keeping calm and quiet.
2. Staff remain in lock down positions until informed by key staff e.g. Senior Leadership Team, Chair of Governors or Office Staff in person that there is an all clear.
3. As soon as possible after the lock down, teachers return to their classrooms and conduct a register and notify the reception immediately of any pupils not accounted for.

# Staff Roles:

1. Deputy Manager ensures that the office is locked and police called if necessary.
2. The manager or site supervisor locks the school’s main doors and entrances.
3. Individual staff lock/close classroom door(s) and windows. Nearest adult checks exit doors. If classrooms cannot be locked, a barricade should be put in place.

# Communication with parents:

If necessary, parents will be notified as soon as it is practical to do so via the playgroup

Tapestry/email and texts: Parents will be told:

***‘The playgroup is in a full lockdown situation. During this period the switchboard and entrances will be un-manned, external doors locked and nobody allowed in or out.’***

* Depending on the type and severity of the incident, parents may be asked NOT to collect their children from school as it may put them and their child at risk.
* Pupils will not be released to parents during a lock down.
* Parents will be asked not to call school as this may tie up emergency lines.
* If the end of the day is extended due to the lock down, parents will be notified and will receive information about the time and place pupils can be picked up from office staff or emergency services.

A letter to parents will be sent home on the nearest possible day following any serious incident to inform parents of the context of the lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

# Lock down drills:

Lock down practices will take place at least once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and staff debriefed for positive reinforcement or to identify required improvements.

# Lock Down Plan

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| **Management and Control** |
| **Nominated person** | **Responsibility** |
| Manager  | Initial contact with the emergency services |
| Deputy Manager  | Liaison with parents |
| Staff | Pupil control |

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| **Signals** |
| **Signal for lockdown** | Ten bursts of the fire alarm bell each one lasting for five seconds |
| **Signal for all-clear** | One thirty second sound of the fire alarm bell  |

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| **Lockdown** |
| **Specified assembly points** | Area near screen  |
| **Entrance points** | Main School Entrance |
| **Communication arrangements** | * Telephone System
* Mobile phones
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| **Notes** |  |

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| **Lock Down Plan** |
| **Step** | **Initial response** | **Check** | **Time** | **Signed** |
| **1.** | Ensure all pupils are inside. | ☐ |  |  |
| **2.** | Secure all entrance points to the school. | ☐ |  |  |
| **3.** | Dial 999 for each emergency service that the incident requires. | ☐ |  |  |
| **4.** | Ensure that staff members take action to increase protection from further danger:* Block access points.
* Sit on the floor, under tables or against the wall.
* Keep out of sight and draw curtains to avoid detection.
* Put mobile phones on silent
* Turn off lights and computers.
* Stay away from windows and doors.
 | ☐ |  |  |
| **5.** | Ensure that all pupils and staff are aware of an exit point in case an intruder manages to gain access or the room becomes unsafe. | ☐ |  |  |
| **6.** | Check for missing or injured staff members and pupils if it is safe to do so. | ☐ |  |  |
| **7.** | Remain inside the building until the all clear signal has been given or unless told to evacuate by the emergency services. | ☐ |  |  |