

Lockdown Policy



Lockdown procedures

Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of the staff and children in the setting. On very rare occasions it may be necessary to close the whole setting to stop entry from outside. This will ensure that the children, staff and visitors are safe where there is a hazard in the school grounds or outside in the local area.

Lockdown procedures may be activated in response to any number of situations, these could be;

- A reported incident or disturbance in the local community (where potential risk to children and staff are present)
- A major fire in the vicinity of the setting
- The close proximity of a dangerous animal
- An environmental warning such as chemical spillage
- An intruder on site or attempting to gain access to the site
- Serious weather conditions
- Bomb threat

Procedure

Any threat to the on-site primary school will trigger a Lockdown alarm. The alarm tone is different (on and off tone) to the fire alarm and will sound through the fire alarm system.

The executive head or most senior staff member on site will email explaining the school is in lockdown.

We will then proceed with our own lockdown routine,

- All children to be brought inside calmly. Staff to sweep for children in gardens and rooms.
- All outside doors, and inner door bolted/locked. All windows closed.
- Window blinds/ curtains closed.
- All children and staff will make their way to the bathroom areas of their rooms.
- Where possible, staff will turn off lights and stay out of sight.
- Registers will be taken, and all children accounted for. Phones to be on hand & work iPad/tablet for accessing emails. Phones to be put on silent.
- Staff to support children to keep quiet and use lockdown box in bathroom areas.
- Everyone remains in lockdown positions until confirmed clear by Executive head.

If playgroup is first to notice a threat, school must be contacted via email/phone and clearly state 'LOCKDOWN' while starting the lockdown procedure.

School site

If playgroup children are on the school site, i.e. In the MUGA, when the alarm sounds, they will make their way to the nearest safe space. This may be the terrapin, or a classroom. All playgroup staff will take a tablet with them on outings on the school site to use in emergency situations. Staff will use the tablet to access teachers to parents, and the email account for

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updates. Room lead staff members will have their phones on them at all times (But adhere to our mobile phone policy)

Outings

If children and staff are on an outing, they are to be notified that it is not safe to return, and they are to make their way to a safe space until it is safe.

Staff roles

During a lockdown on the school site, we will take direction from the school's lockdown manager.

Playgroup staff will ensure all children are calm and attend to their wellbeing. Any first aid will be dealt with as appropriate.

Vic Mertens (playgroup manager) and Rachael Fletcher (Deputy manager) will message parents via Teachers to Parents app to notify them of the situation where necessary.

Parent communication

They will be told 'The school and playgroup are in a full lockdown situation. During this period the phones must not be used, and entrances will be unmanned, external doors locked, and no one will be allowed in or out'

Parents may be asked not to collect their children if it puts them or their children at risk. Parents will be contacted when it is safe for them to collect, and the location in which this will be.

Parents will be asked not to call the school to ensure emergency lines are kept open.

An email will be sent out to all parents following a lockdown to inform parents of the context of the lockdown.