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**Lockdown Policy**

Lavington Pre-school recognises the potentially serious risks to children, staff and visitors in emergency or harmful situations. A lockdown may take place where there is a perceived risk of threat to the pre-school, it’s staff, children, visitors or property. Where possible, the pre-school will act to ensure the safety of everyone in the setting in the following situations:

* In the event of an unauthorised person(s) considered dangerous, on pre-school grounds.
* In instances including domestic breakdowns where estranged parties are attempting to have unauthorised access to children.
* In instances where personnel, students, volunteers or staff, existing or past, become a threat to the well-being of others.
* In an emergency situation within the environment of the setting where there is potential risk from spills.

Practices and Procedure:

* All staff and children to make way into pre-school building.
* ALL doors to be locked and windows closed.
* Staff to take register/headcount
* Manager/Deputy Manager or member of staff to call 999
* Manager/Deputy Manager or member of staff to contact Dauntsey’s Academy Primary School.

The Manager and Chairperson are responsible for overseeing the annual review.

**The Lavington Pre-school Lockdown Policy will be reviewed on:**

**Date: ……………………………………………….… Signed: ……………………………………………………………**

**Name: ……………………………………………….. Post: ………………………………………………………………..**

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