



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 remain or return to the pre-school building.
- Staff to take register/headcount
- All doors and windows to be secured.
- Staff and children to stay away from windows and doors.
- Curtains and blinds to be closed where possible.
- Manager/Deputy Manager or member of staff to call 999
- Manager/Deputy Manager or member of staff to contact Dauntsey's Academy Primary School and the Committee Chairperson.
- A text/phone message will be sent to parents once lockdown is confirmed.

Suggested wording for message to parents:

Suggested wording for parent message

Due to an incident we have been advised by the emergency services to secure the premises and stay inside the pre-school building until we are given the 'all clear'. Please do not attempt to collect your child until it is safe to do so. We will let you know as soon as we are able to when that is likely to be. In the meantime we need to keep our telephone lines clear and would appreciate your cooperation in not calling unless it is vital that you speak to us.

Following lockdown:

- Staff will cooperate with the emergency services to assist in orderly evacuation.
- Staff will ensure they have the register and children's contact details with them when they leave the premises.
- The Manager/Deputy Manager will report the lockdown to Ofsted online : [Report a serious childcare incident - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- A record of the lockdown will be completed.

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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