

CHADDLEWOOD PRE-SCHOOL AND WOODIES OUT OF SCHOOL CLUB



WESTFIELD, PLYMPTON, PLYMOUTH, DEVON. PL7 2EU



LOCKDOWN PROCEDURE

'If a trespasser threatens the premises and anyone within them the site 'Lockdown' procedure should be followed'

Chaddlewood Pre-school and Woodies Out of School Club recognize the potential risk to children, staff and visitors in emergency and harmful situations.

A lockdown may take place where there is a perceived risk of threat to children pre-school staff, visitors or property.

Where possible, the preschool will act to ensure the safety of all personnel in the setting in the following situations

- In the event that unauthorised person(s) considered dangerous, are on school grounds
- In instance including domestic breakdowns where estranged parties are attempting to abduct children
- In instances where personnel, students, volunteers or staff within the setting become a threat to the well-being of others
- In emergency situations where the school environment has a potential risk from spills or poisonous fumes

A lockdown will be identified by a recognisable signal of one long blast of an air horn- this is clearly distinguishable from the fire alarm/evacuation which is a continuous ringing sound

Lockdown procedures will be practiced from time to time so that staff and children are familiar with them

Practices and procedures

Follow the **CLOSE** procedure

Close all windows and doors

Lock up

Out of site and minimize any movement

Stay silent and avoid drawing attention

Endure. Be aware you may need to stay like this for a long period of time

The following steps provide guidelines for staff, students and visitor in an emergency situation

1. On hearing the lockdown signal the manager/deputy manager will call 999 for assistance
2. Once alarm is activated immediately inform Chaddlewood Primary School- 01752 337450 of

- the emergency situation including details of what is happening, where and who is involved.
3. Staff will lock all doors and pull blinds on all windows
 4. Emergency signal (Air horn) will be activated and will signal for lockdown procedures to take effect immediately

In the setting

Upon hearing the lockdown signal these steps will be followed

1. Staff to secure all windows and doors
Close all blinds
Instruct children to sit on floor
In **hut**- in main room under the tables
In **bungalow**- in hall by toilet, and keep them calm
If anyone is outside call them in
Collect **medical box**, **registration documents** and **phone**
2. Do head count and register **immediately**
3. Supervise ensuring everyone remains out of site and are sitting quietly
4. No one should be allowed out of the room or safe area during lockdown procedure
5. Remain in lockdown until the all clear has been given and normal situation resumes-
another blast of the airhorn will signal this

If the lockdown sounds whilst in transit to/from Chaddlewood Primary School

1. Go to the nearest building
2. Inform building of number of children and staff
3. Remain in lockdown until further notice

Go in, Stay in, Tune in

Local industrial accidents e.g, a factory fire with hazardous fumes may necessitate sheltering inside the preschool building(s). All doors and windows should be kept closed. The emergency services and/or local authority will give the all clear. Information may also be broadcast on the local radio or internet.

Evacuation

Some examples of when it may be appropriate to evacuate the building of designated area include fire, bomb threats, gas or chemical leaks, explosions or substantial damage to the building

Buddy School

Arrangements have been made with Chaddlewood Primary School to take staff and pupils during an evacuation, Parents will need to be advised of this location.

Internal Threat response

1. Person in charge will ensure the security of all personnel in the vicinity of the threatening situation. This may require the removing of the rest of the staff through to the Primary School building and locking in to prevent entry
2. The manager/deputy manager will sound the alarm and inform emergency services.
3. Do a head count immediately. Ensure children remain out of sight and sit quietly.

4. Remain in lock down until the all-clear has been given.

At no time will staff attempt to physically remove an unwanted visitor.

Staff will follow directives of the police as instructed.

After lockdown

Manager/Deputy manager will liaise with emergency services officer regarding any necessary on-going support or actions

Later

Manager/ Deputy manager review and learn from incident with appropriate parties

This policy was adopted at a meeting of

Chaddlewood Pre-school and Woodies Out of School Club

Held on.....(date)

Date to be reviewed.....(date)

Signed on behalf of management committee

.....(sign)(print)

Role.....