



## St James' Pre-school (Petts Wood)

### Lock Down Policy

In the event of an unauthorised person or persons trying to enter the pre-school without permission then we will immediately instigate our Lock Down Procedures -

- The **Deputy Leader** will immediately call **999** and ensure that records, mobile phone and medications are taken to our 'safe place'
- The **Manager** and remaining members of staff will ring the emergency bell and gather all the children together in our 'safe place' which is the small hall.
- All curtains in the hall will be drawn.
- One member of staff will count the children in the group whilst the Manager quickly checks the premises for any other children.
- Once we are sure that all of the children and staff members are accounted for we will barricade ourselves into the room and await police assistance.

After the danger has passed (as verified by the police) and it is safe for us to leave our safe place we will:

- Gather the children into the book corner whilst the **Manager** calls parents/carers to inform them what has happened.
- The **Manager** will notify the Chair/Vice Chair of the committee.
- **Ofsted and Bromley Early Years** will be informed on the incident within 24 hours of it happening.

Manager of the Preschool	Jean Smith
Signed & Dated by Manager of the	

Preschool	
Chair of the Preschool Management Committee	Rebecca Flynn
Signed & Dated by the Chair of the Preschool Management Committee	
Frequency of policy review	Annual
Date next review due	1 <sup>st</sup> January 2021