



Hail Weston Pre-School, The Village Hall, High Street, Hail Weston, Cambs. PE19 5JS, Tel: 01480 214574

Lockdown Policy

Policy statement

At Hail Weston Pre-school Activity Group (HWPAG) we maintain the highest possible security of our premises to ensure that each child is safely cared for during their time with us. If due to an external or internal incident which may potentially pose a threat to the safety of the children and adults in the setting we will implement our lockdown procedure.

Lockdown procedure may be implemented due to (This list is not exhaustable)

- A reported incident or disturbance in the local community
- An intruder on site
- A warning being received regarding an environmental risk locally, of air pollution (smoke plume, gas cloud etc.)
- A major fire in the vicinity of the setting
- The close proximity of a dangerous animal

Procedure

If a partial or full lockdown is required then the signal word 'Lockdown' will be used to alert all staff

Partial Lockdown

A partial lockdown is a precaution aimed to keep children and staff safe while remaining indoors. In a partial lockdown staff and children should remain in the building and all doors leading outside should be locked. No one should be allowed to enter or leave the building; however the setting can continue as usual.

During a partial lockdown

- All outside activity to cease immediately, children and staff return to building
- A register and head count will be completed to ensure all children and staff have safely entered the building
- All staff and children should remain in the building and external doors and windows should be locked
- Free movement is permitted within the building
- In the event of an air pollution or chemical, biological or radiological contaminants issue, air vents, fans, heating and air conditioning systems should be closed or turned off.
- Seal up all the cracks around doors and any vents into the room – aim to minimise possible access points of pollutants.

Full Lockdown

This signifies an immediate threat to the setting and may be an escalation of a partial lockdown. The aim of a full lockdown is for the setting and its rooms to appear empty.

Immediate action

- All children and staff should return to/stay in the building.
- External doors and windows should be locked.

- Draw curtains and blinds (so an intruder cannot see in).
- Lights, toys and computers turned off.
- Staff and children to move into and sit quietly in the ladies and gents toilet.
- A minimum of 2 members of staff per toilet.
- Staff mobile phones will be taken into the toilet and switched to silent. Mobiles will be used for work purposes only.
- A register and headcount will be taken as the children enter the toilet. If this is not possible then it will be completed by messages on mobile phone devices.
- The emergency services will be contacted as soon as the children and staff are safely in the toilets.
- Children will not be released to parents during a lockdown and staff will not leave the premises unless instructed to do so.

Staff responsibilities

- Leader/deputy/session lead will separate into ladies and gents toilets and communicate via mobile
- Most senior member of staff will contact the emergency services
- Parents will be informed via messenger, email and mobile messages
- Staff will support the children to stay calm and quiet

Parent responsibilities

Should we need to implement a lockdown procedure, we ask parents

- Not to call the preschool as this can block lines of communication.
- Not to come to the setting during a lockdown as this may endanger themselves and the children and staff.
- To wait for the setting to contact them before attempting to collect their child.

Following the need for a lockdown

- A letter to parents will be sent home as soon as possible following any serious incident to inform parents of context of lockdown.
- The setting leader will create a full record of the event.
- Policies and procedures will be reviewed
- A notification of a significant incident will be made to Ofsted within 14 days (preferably as soon as possible after the incident).

This policy was adopted at a committee meeting of HAIL WESTON PRE-SCHOOL ACTIVITY GROUP held on January 2020

Date to be reviewed: January 2020

Signed on behalf of the Management Committee:.

Lizzie Spear

Signatory:.....

Role of signatory: Chairperson