

## 1.4 Emergency Lockdown Policy

### Emergency Lock down policy

The purpose of this policy is to ensure the safety of all children, staff and visitors. We will use the emergency lock down procedure when the safety of the children and staff is at risk and we will be better placed inside the current building, with doors and windows locked and blinds/curtains drawn.

We will activate this emergency lock down procedure in response to several situations, but some of the more typical might be:

- A reported incident or disturbance in the local community (with potential to pose a risk to staff and children in the pre-school)
- An intruder on the pre-school site (with potential to pose a risk to staff and children in pre-school)
- A warning being received regarding a risk locally, of air pollution (smoke plumes, gas cloud etc.)
- A major fire or explosion in the vicinity of the pre-school – if it is safer staying in the premises than leaving.

In this case the staff will be notified by the following action:

**Phrase containing the word 'Peanut butter' or the lockdown alarm from the junior school.**

All individuals (including children) will remain in the area they are in, if safe to do so. If the children are outside, staff are to promptly and calmly direct children into the building, if this will not endanger them. Staff will make efforts to close and lock doors wherever safe to do so.

All individuals will keep away from the windows and doors and children will be occupied in a separate room, so they are not placed at risk or are able to see any situation developing outside. Our emergency lock down location, if in the front playroom is the nappy changing area or the sleep room where the door can be locked. If in the back playroom, the staff will lock both doors, pull the blinds down and push the tables up against the big and little window and the children will lay on the floor in front of the cupboards. It allows the staff and children to exit the building, if necessary, via the garden.

Internal communications will be kept to a minimum.

The manager on duty will ensure all children, staff and visitors are accounted for and safe and keep up to date with the current situation.

The manager on duty will manage the situation dependant on the situation and the information available. If the pre-school is in immediate danger of an intruder, the police will be called as a matter of urgency. In other cases where the situation has been alerted by the police or local area authority then the pre-school will await further instructions.

If the police give the instruction to evacuate, then the staff will walk the children up to Perins School where our assembly point is the sports hall.

Once all clear has been given externally then an all clear will be given internally. After this time the staff will try to return to normal practice to enable the children not to be disrupted or upset by the events.

Any children showing worries or concerns will have one to one time with their key person to talk about these.

Parents will be informed about the situation at the earliest safest opportunity and will be kept updated when the information changes.

After the event a post-incident evaluation will be conducted to ensure that each child and staff member was supported fully, and the procedure went as planned. Ofsted will be contacted.

Regular drills will be held to practice exercising the emergency lock down procedure using non-alarming scenarios.

This policy was adopted on

10<sup>th</sup> April 2026

Date to be reviewed

10<sup>th</sup> April 2027

Signed on behalf of the provider

Michelle Osman

Role of signatory (e.g. chair, director or owner)

Pre-School Manager