



Lock Down Policy

Policy Statement

As part of our Health and Safety policies and procedures The Play Cabin has a Lock Down Policy. On very rare occasions it may be necessary to seal off the premises so that it cannot be entered from the outside. This will ensure that children, staff and visitors are safe in situations where there is a hazard in the vicinity. Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and children in the preschool. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all children and staff.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A report incident or disturbance in the local community (with potential to pose a risk to staff and children in the preschool)
- An intruder on the preschool premises (with potential to pose a risk to staff and children in the preschool)
- 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 preschool – as long as it is safer staying in the premises than leaving.

Partial Lockdown

Staff will be notified that partial lock down procedures are to take place immediately by spoken instructions delivered by the manager (or deputy in the managers' absence).

This may be as a result of a reported incident / civil disturbance in the local community with the potential to pose a risk to staff and children in the preschool. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

- All outside activity to cease immediately. If children are outside, staff must calmly direct them to join the other children into the preschool.
- External doors to be locked.
- All staff, children and visitors to remain in building.



- Movement may be permitted within the building dependent upon circumstances but this must be supervised by a member of staff. All situations will be different. Once all staff and children are safely inside, the manager (or deputy in the managers absence) will conduct an on-going and dynamic risk assessment based on advice from the Emergency Services or the Local Authority. 'Partial lockdown' is a precautionary measure that puts the preschool in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

Full Lockdown

Staff will be notified that full lock down procedures are to take place immediately by use of a whistle been blown repeatedly. This signifies an immediate threat to the preschool and may be an escalation of a partial lockdown. The aim of a full lockdown is for the preschool and its rooms to appear empty. All staff to follow the **CLOSE** procedure.

- Close all windows and doors
 - Lock Up
 - Out of sight and minimise movement
 - Stay silent and avoid drawing attention
 - Endure. Be aware you may be in lock down for some time.
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- The lockdown alarm/ signal will sound
 - All staff, children and any visitors 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 to the nearest occupied preschool room (lower/ sports hall), if this will not endanger them.
 - Staff to close/lock and screen doors where it is safe to do so.
 - All individuals will keep away from the windows and doors and children will be positioned out of sight so they are not placed at risk.
 - Lights to be turned off and any mobile phones to be turned off/set to silent.
 - Manager (or deputy in his/her absence) to take register and ensure all children, staff and visitors are accounted for.
 - No one should move around in the building
 - Staff to support children to remain calm and quiet
 - The manager (or deputy in his/her absence) will manage the situation dependant on the situation and the information available. As appropriate, the preschool should establish communication with the Emergency as soon as possible.
 - If necessary, parents should be notified as soon as it is feasible to do so.



- Staff to remain in lock down positions until informed by the Manager (or deputy in his/her absence) or a verified emergency service staff that there is an all clear.
- A bell will be rung to signal the end of the lock down.

Move to Evacuation

At any point during the lockdown, the fire alarm may sound. This is a cue to evacuate the building. Staff and children to follow the evacuation procedures. Staff should continue to be vigilant with regards to the original communications around why the preschool was entering a lockdown.

Staff Roles

- Manager (or deputy in the managers' absence) makes the decision to move to lockdown (full/partial). Lockdown alarm/signal is then activated.
- Manager (or deputy in the managers' absence) to take responsibility for managing the lockdown situation. This will include allocating specific roles and responsibilities in line with the procedure.
- Manager (or deputy in the managers' absence) to liaise with relevant Emergency Services.
- Manager and deputy to close/lock external doors where it is safe to do so.
- Staff to close/ lock and screen internal/ preschool room doors.

Communication with parents

If necessary, parents will be notified as soon as it is practical to do so via text and email. Depending on the type and severity of the incident, parents may be asked NOT to collect their children from preschool as it may put them and their child at risk. Children will not be released to parents during a lock down. Parents will be asked not to call the preschool as this may tie up emergency lines. If the end of the day is extended due to the lock down, parents will be notified and will receive information about the time and place children can be picked up.

Post incident action

- Team meeting to evaluate how the incident was managed.
- Review/ update procedures if necessary.
- Provide additional communications to the parents where necessary.



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The Play Cabin



Lock down drills

Lock down practices will take place twice in each year. Monitoring of practices will take place and staff debriefed for positive reinforcement or to identify required improvements.

Legal framework

- Health and Safety at Work Act (1974)
- Evacuation Safety in the Workplace