



Lockdown Policy and Procedure

Kids Club Ely Ltd & St John's Preschool recognise the potentially serious risks to children, staff and visitors in emergency or harmful situations. 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 children and staff (including volunteers and visitors) in the setting. Our procedures aim to minimise disruption whilst ensuring the safety of all children and staff.

A lockdown may take place where there is a perceived risk of threat to the Kids Club, preschool, our staff, children, visitors or property, including:

- a) An intruder on the setting site;
- b) A reported incident/civil disturbance in the local community with the potential to pose a risk to children and/or staff;
- c) A warning being received regarding a risk locally of air pollution (smoke plume, gas cloud etc);
- d) A major fire in the vicinity of the setting;
- e) The close proximity of a dangerous dog roaming loose.

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

Lockdown procedure

Follow the **CLOSE** procedure

Close all windows and doors

Lock up

Out of sight and minimize movement

Stay silent and avoid drawing any attention

Endure. Be aware that you may be in lockdown for some time.

Partial lockdown

Alert to staff: 'Partial Lockdown' - 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 setting. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

Immediate action: The manager will inform all members of staff and other users of the building of the partial lockdown; (1 long blow of whistle)

- All children and staff outdoors will be brought inside;
- Staff and children to stay in the building;
- Staff members secure all external doors and windows;
- Head count of children and register taken;
- Free movement may be permitted within the building dependent upon circumstances;
- The members of staff expected at the setting will be informed of the situation;
- If the partial lockdown persists, parents/carers of children in session will be informed as soon as possible;
- Arrangements for collecting children will depend on the situation and will be relayed to parents/carers by our staff team.
- All situations are different; once all staff and children are safely inside, the manager or person in charge will conduct an ongoing risk assessment based on advice from the emergency services. This can then be communicated to staff and children.

Partial lockdown is a precautionary measure but puts the setting in a state of readiness (whilst retaining a degree of normality) should the situation escalate. Emergency services will advise as to the best course of action in respect of the prevailing threat.

Full lockdown

Alert to staff: 'Full lockdown' - This signifies an immediate threat to the pre-school and may be an escalation of a partial lockdown. (3 x blows of whistle and call out Full Lockdown)

Immediate action: The manager will inform all members of staff and other users of the building of the full lockdown;

- The pre-school manager/deputy will call 999 for assistance;
- Staff to contact Ely St Johns Primary school immediately and advise them of the emergency situation including details of what is happening, where and who is involved.
- All children and staff will be brought inside;
- All staff and children to stay in the building;
- Staff members secure all external doors and secure all windows;
- Designated staff member to collect medical boxes, register, and mobile phones;
- Head count of children and register taken;
- Staff and children to go into store cupboard/office and lock the door taking the clubs mobile phone and first aid kit.
- Members of staff expected at the setting will be informed of the situation;
- At no time will staff attempt to physically remove an unwanted visitor;
- Parents of children in session will be informed as soon as practical. Parents are urged not to come to the setting during lockdown as this may place them in danger.

The setting will remain in lockdown until the lockdown has been lifted by the manager or by the emergency services. It will not be possible to collect children from the setting during full lockdown.

After any emergency situation at the setting, the manager will attempt to encourage all staff, families and volunteers that may have been affected by the emergency to get in contact with relevant support agencies.

Following any serious incident a letter will be sent home to parents regarding the context of the lockdown.

The management will create a full record of the event, policies and procedures will be reviewed to identify any areas for development.

Ofsted will be notified within 14 days of significant incidents.