



Meppershall Preschool

Lock Down Policy and Procedures

Rationale

As part of the health and safety policy and procedures Meppershall Pre School has a lock down policy.

On very rare occasions it may be necessary to seal the Pre School so that it's not able to be entered from the outside. This will ensure all children, staff and visitors are safe in situations where there is a hazard in the grounds of Meppershall Village hall or in the near vicinity.

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

- A reported incident / civil disturbance in the local community (with the potential to pose risk to staff, children and visitors within the Preschool / village hall)
- An intruder (with the potential to pose a risk to staff and children)
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc.)
- A major fire within the vicinity of Meppershall Preschool.
- The close proximity of a dangerous dog roaming loose.

On Notification of lockdown

Staff will be notified lock down procedures are to immediately take place on hearing

- **Partial Lockdown**

Alert to staff: 'Partial lockdown'

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

Immediate action:

- All outside activity to cease immediately. Children and staff return to building. (If staff are on a break outside of main room they need to be contactable by their personal mobile phone.)
- All staff and children to remain in the building and external doors and windows locked.
- Free movement may be permitted within the building dependent upon circumstances.

All situations are different, once all staff and children are safely inside, senior staff will conduct an ongoing and dynamic risk assessment based on the advice from the Emergency Services. All staff/children will then be informed what to do next. 'Partial lockdown' is a precautionary measure but puts the Preschool in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

- **Full Lockdown**

Alert to staff: 'Full Lockdown'

This signifies an immediate threat to the Preschool and may be an escalation of a partial lockdown.

Immediate action:

- All children return to main room.
- External doors locked. Main room door locked. Windows locked, blinds drawn, all staff and children to assemble in the office out of sight.
- Register taken and all sit as quiet as possible.

Staff and children remain in lockdown until it has been lifted by senior staff or emergency services. At any point during the lockdown, the fire alarm may sound which is a cue to evacuate the building, a senior member of staff will contact all emergency services first before evacuating to understand whether or not it is safe to do so. During lockdown staff will keep agreed communication lines open but not make unnecessary calls as this could delay more important communication.

Communication between parents and the Preschool

Preschool lockdown procedures, will be communicated with parents, and will be routinely shared with parents either by newsletter, displayed within the Preschool or via the Preschool website. In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable. It is obvious that parents will be concerned but regular communication of accurate information will help to alleviate undue anxiety.

Parents will be given enough information about what is happening so that they:

- Are reassured that the Preschool understands their concern for their child's welfare, and that it is doing everything possible to ensure his/her safety
- Do not need to contact the Preschool. Calling the Preschool could tie up telephone lines that are needed for contacting emergency providers
- Do not come to the school. They could interfere with emergency provider's access to the school and may even put themselves and others in danger
- Wait for the Preschool to contact them about when it is safe for them to come get their children, and where this will be from.

The communication with parent's part of our plan needs to reassure parents that the Preschool understands their concern for their children's welfare and that everything that can possibly be done to ensure children's safety will be done. However, it may also be prudent to reinforce the message '**...The Preschool is in a full lockdown situation. During this period the entrances will be un-manned, external doors locked and nobody allowed in or out...**'

Emergency Services

It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds. The Preschool site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the Lockdown. Emergency Services will support the decision of the Preschool Leader with regarding the timing of communication to parents.

In the event of a prolonged lockdown or more severe scenario, Central Bedfordshire Council has the capacity to provide humanitarian assistance by establishing a Reception Centre for friends and family outside of the cordoned area.

Date approved by Pre-school committee	13/06/2019
Signed by Pre-school leader	
Signed by Pre-school chair	
Signed by Pre-school staff	