



Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment

Providers must take reasonable steps to ensure the safety of children, staff and others on the premises in the case of fire or any other emergency, and must have an emergency evacuation procedure.

Critical Incident/Lockdown Policy

Policy statement

The purpose of a lockdown is to prevent an intruder from causing harm to pupils and staff. Entrances to the preschool must be secured in an effort to prevent the intruder from entering the premises and staff and pupils must find a suitable place to protect themselves.

Lockdown arrangements depend heavily on the size and layout of the area you are using. In the case of a normal day using the community hall and the blue room, children should be withdrawn away from the windows and external doors. The blue room can be locked keeping the children safe. The door exiting into the foundation area will allow children to enter if they are at any risk.

The signal for a lockdown should be clearly distinguishable to that of an evacuation. Any confusion may result in pupils and staff congregating at an assembly point, thus potentially making themselves more vulnerable to an intruder.

If pupils are outside when the signal for a lockdown is sounded, staff need to take pupils into the blue room if this is a safe position.

During a lockdown, staff should communicate with other staff using a two-way radio, this should give them a clear overview of the situation.

It is very unlikely that the pre-school will ever need to implement a real lockdown but it is important to have arrangements in place to deal with such a situation.

Procedure

Upon hearing the lockdown signal which in the case of Sandhills Pre-school Playgroup is the blowing of a whistle from senior members of staff.

If someone is taken hostage on the premises, the preschool should evacuate the rest of the site.

Lock/secure all entrance points e.g. (Doors and windows) to prevent an intruder entering the preschool.

Take children to the Blue Room. Make sure staff have register, mobile phone and two-way radio.

Grab Bag

Dial 999 for emergency services.

Ensure that staff take action to increase protection from attack:

- Sit children on the floor, under tables or against a wall.
- Keep out of sight where possible.
- Pull down blinds/draw curtains.
- Turn off the lights.
- Stay away from windows and doors.
- Stay in the blue room until told that it is safe to leave through two-way radio.
- Ensure that pupils, staff and visitors are aware of an exit point in case an intruder does manage to gain access.
- Check register for all children and staff.
- Remain in the blue room until given the all clear or told to evacuate by the emergency services.