



LOCKDOWN POLICY & PROCEDURE

New Millside recognises the potentially serious risks to children, staff and visitors in emergency or harmful situations

A lockdown may take place where there is a perceived risk of threat to the pre-school, its staff, children, visitors or property.

Where possible, the pre-school will act to ensure the safety of all personnel in the setting in the following situations:

- In the event that unauthorised person(s) considered dangerous, are on school grounds.
- In instances including domestic breakdowns where estranged parties are attempting to abduct children.
- In instances where personnel, students, volunteers or staff from within the setting become a threat to the well-being of others.
- In emergency situations within the environs of the school where there is potential risk from spills or poisonous fumes.

A lockdown will be initiated by a recognisable signal of 3 short rings followed by 1 long ring of the fire bell – this is clearly distinguishable from the fire alarm / evacuation signal which is 1 continuous ring

Lock down procedures will be practised from time to time so that staff and children are familiar with them

Practices and Procedure

Follow the **CLOSE** Procedure

Close all windows and doors

Lock up

Out of sight and minimise movement

Stay silent and avoid drawing any attention

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

The following steps provide guidelines for staff, students and visitors in an emergency situation:

1. On hearing the lock down signal the Pre-school Manager/Deputy will call for assistance - 999
2. Once alarm is activated, immediately advise Broughton Infant School of the emergency situation including details of what is happening, where and who is involved.
3. Staff will lock the back door and draw blinds on all windows
4. Three (3) long whistle blows will signal lockdown procedures to take effect immediately.

In the setting:

Upon hearing the Lockdown signal, these steps will be followed:

1. Staff to secure all windows and doors.
Close all blinds
Instruct children to sit on the floor on the lino area and keep them calm
If anyone is outside, call them in.
Collect medical box, register & mobile phone.
2. Do a head count immediately & register
3. Supervise, ensuring everyone remains out of sight and are sitting quietly.
4. No one should be allowed out of the room or safe area during a lockdown procedure.
5. Remain in lockdown until the all-clear has been given and normal situation resumes – single short repeated rings will signal the all clear.

If the lockdown sounds whilst in transit to Broughton.

1. Go to the nearest building
2. Notify Broughton of number of children & staff
3. Remain in lockdown until you receive further notice

If the lockdown sounds whilst 'recycling'

1. Go to the nearest building
2. Notify New Millside
3. Remain in lockdown until you receive further notice

Go In, Stay In, Tune In

Local industrial accidents e.g. a factory fire with hazardous fumes may also necessitate sheltering inside the pre-school building. All doors & windows should be kept shut and appliances such as extractor fans switched off. The emergency services and/or local authority will give the all clear. Information may also be broadcast on local radio or television.

Evacuation

Some examples of circumstances when it may be appropriate to evacuate a building or designated area include fire, bomb threats, gas or chemical leaks, explosions or substantial damage to the building.

Buddy Schools

Arrangements have been made with Broughton Junior School to take staff and pupils there during an evacuation or if the school needs to be closed. Parents may be advised of this location in advance.

Internal Threat Response

1. Person in charge will ensure the security of all personnel in the vicinity of the threatening situation. This may require removing the rest of the staff/children through to the Children's Centre side and locking in to prevent entry.
2. The staff member or designated adult will sound the alarm and inform the emergency services
3. Do a head count immediately. Ensure children remain out of sight and sit quietly.
4. Remain in lockdown until the all clear message is given.

At no time will staff attempt to physically remove an unwanted visitor.

Staff will follow the directives of Police as instructed or requested.