



## Lockdown Safety Policy and Procedure

Neston Preschool Playgroup recognises the potentially serious risks to children, staff and volunteers in an emergency. A lockdown may take place where there is a perceived risk of threat to the Preschool, its staff, children, visitors or property. Where possible, the Preschool will act to ensure the safety of all its personnel in the setting in the following, but not limited to, situations;

- In the event of an unauthorised person/s considered dangerous are on the 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 wellbeing of others.

A lockdown will be initiated by 3 blows on the whistle followed by 1 long blow. Lockdown procedures will be practiced from time to time to ensure that staff and children are familiar with them.

### Procedure

We will follow the **CLOSE** procedure;

1. Close all windows and doors
2. Lock everything
3. Out of sight and minimise movement
4. Stay silent and avoid drawing any attention
5. 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 lockdown signal, the manager and/or deputy manager will call for assistance using 999.
2. Staff will lock the front door and side doors.

Within setting;

1. Staff to guide all children into the hall if they are outside playing. Staff to secure all windows and doors. Instruct the children to move into the rear room on the right hand side of the stage and keep them calm. If anyone is outside, call them in. Collect first aid box, register and mobile phone.
2. Do a head count immediately and call the register.
3. Supervise, ensuring everyone remains out of sight and sitting quietly.
4. Non 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 by the police.

This policy was formulated in consultation with staff and the Management Committee of Neston Pre-school Playgroup

Signed on behalf of the Management Committee:

Print Name Lisa Andrews-Heyde

Role of Signatory Chairperson

Date to be reviewed January 2025