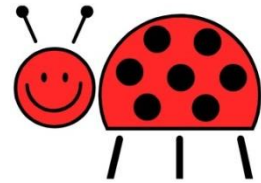


Ladybird Preschool
Lock Down Policy and Procedures



This Policy has been written to reflect the St Andrews School Lock Down Policy as we share the site.

Rationale

As part of our Health and Safety policies and procedures the preschool has a Lock Down Policy. On very rare occasions it may be necessary to seal off the preschool so that it cannot be entered from the outside. This will ensure that pupils, staff and visitors are safe in situations where there is a hazard in the preschool, St Andrews school grounds or outside the school in the near vicinity. A lockdown is implemented when there are serious security risks for the premises due to, for example, near-by chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons intent in causing harm/damage.

Notification of Lockdown

If a threat is detected at the preschool or reported by St Andrews, staff will be notified that lock down procedures are to take place immediately. This will be done in such a way as not to alarm the children so the phrase “Do you need any Tommy Tippers” will be used.

Procedures - Follow the CLOSE procedure:

- Close all windows and doors
- Lock up
- Out of sight and minimise movement
- Stay silent and avoid drawing attention
- Endure.

Be aware you may be in lock down for some time:

1. The above signal will activate a process of children being ushered into the preschool building as quickly as possible and the locking of the preschool’s outside doors and where it is possible to remain safe.
2. At the given signal, the children will be ushered to the carpet area and the staff will ensure the windows and doors are closed/locked and screened where possible and children are positioned away from possible sightlines from external windows/doors. Lights and computer monitors will be turned off. Mobile phones will be put on silent mode.

NO ONE SHOULD MOVE ABOUT THE PRESCHOOL

1. Staff to support children in keeping calm and quiet.
2. Staff to remain in lock down positions until informed by key staff e.g. Supervisor, Senior Assistant, Senior member of St Andrews staff.
3. If the Lockdown has been implemented by the Preschool rather than St Andrews, staff must notify St Andrews Reception (01844 351353) as soon as possible.
4. As soon as possible after the lock down a register must be taken. Staff should notify the St Andrews School reception immediately of any pupils not accounted for. Staff should use the nearest school or mobile phone in this emergency situation.

Staff Roles

1. Individual preschool assistants to lock classroom door(s) and windows.
Nearest adult to check exit doors.
2. St. Andrews Head or site supervisors lock the school's front doors and entrances.
3. St Andrews School administrator to ensure that the office is locked.
4. Preschool staff or St Andrews administrator to ensure police called if necessary.

Communication with parents

If necessary, parents will be notified as soon as it is practical to do so. This will be via text. Parents will be told: ‘..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...’ Depending on the type and severity of the incident, parents may be asked NOT to collect their children from school as it may put them and their child at risk. Pupils will not be released to parents during a lock down. Parents will be asked not to call the preschool or St Andrew's School as this may tie up emergency lines. If the end of the day is extended due to the lock down, parents will be notified and will receive information about the time and place pupils can be picked up from staff or emergency services. A letter to parents will be sent home on the nearest possible day following any serious incident to inform parents of the context of the lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

Lock down drills

Lock down practices will take place at least once a year in conjunction with St Andrews school to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and staff debriefed for positive reinforcement or to identify required improvements.

This policy was adopted by	Ladybirds Pre-School
On	<hr/> 22/03/21 (date)
Date to be reviewed	<hr/> 22/03/22 (date)
Signed on behalf of the provider	<hr/>
Name of signatory	<hr/> Annisa Elakhal
Role of signatory (e.g. chair, director or owner)	<hr/> Manager
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