



## **Starlings Preschool Lock Down Procedures Policy**

### **Rationale**

As part of our Health and Safety policies and procedures Starlings pre-school has a Lock Down Policy which is adhered to by the attached school.

On very rare occasions it may be necessary to seal off the pre-school so that it is not able to be entered from the outside. This will ensure that children, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the preschool in the near vicinity.

A lock down is implemented when there are serious security risks of the premises due to, for example, near-by chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised person's intent in causing harm/damage.

### **Acton (National Counter Terrorism Security Office) \*\*Guidance\*\***

In January 2016 NaCTSCO provided the following advice to leaders of schools and other Educational Establishments for Reviewing Protective Security.

### **Bomb threats: Procedures for handling bomb threats**

Most bomb threats are made over the phone and the overwhelming majority are hoaxes, made with the intent of causing alarm and disruption. Any hoax is a crime and, no matter how ridiculous or unconvincing, must be reported to the police.

Be alert, but not alarmed!

On receipt of a "bomb threat" - dial 999 and police will respond. You should always consider their advice before a decision is taken too close or evacuate.

### **Notification of Lock Down**

Staff will be notified lock down procedures are to immediately take place on hearing 5 loud burst of alarm from the attached school. The phone systems will also be used by office staff who will inform staff (adults) by stating "ATTENTION LOCK DOWN"

## **Procedures:**

1. These signals activate a process of the children being ushered into the pre-school buildings if outside or on the playgrounds and the locking of the pre-school and all connecting doors and all outside doors where it is possible to remain safe.
2. If children remain outside they will hide in the woodland area.
3. At the given signal the children shall remain in the room they are in and the staff will ensure the windows and doors are closed/locked and screened where possible and children are positioned away from possible sight lines from external windows/doors. They will be asked to hide behind tables. Lights, computer monitors, V-tech equipment and sensory den lights are to be turned off.
4. If practicable staff should contact the school connecting from the office by phone that they have entered lock down and that all children are accounted for and those that are not.

### **NO ONE SHOULD MOVE ABOUT THE PRE-SCHOOL**

5. Staff will support the children in keeping calm and quiet.
6. Staff will remain in lock down positions until informed by the Manager in person that there is an all clear.
7. As soon as possible after the lock down staff can return and do a roll call and notify any children not accounted for.

## **Staff Roles:**

1. Manager will ensure that their office is locked and police called if necessary.
2. Staff members will lock the pre-school front door.
3. Staff members will ensure windows are closed and any other entrances locked.

### **INDIVIDUAL MEMBERS OF STAFF CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCK DOWN WITHOUT AGREEMENT FROM THE MANAGER**

## **Communication with parents:**

- If necessary parents will be notified as soon as it is practical to do so via the pre-school's established communication network (teachers to parent's text)
- Depending on 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.
- Children will not be released to parents during a lock down.
- Parents will be asked not to call pre-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 children can be picked up from office staff or emergency services.
- A letter will be sent home as the nearest possible day following any serious incident to inform parents of context of lock down and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

## **Partial Lockdown**

### **Alert to staff: partial lockdown**

This may be as a result of a reported incident/civil disturbance in the local community with the potential to pose a risk to staff and pupils in the pre-school.

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 to return inside the pre-school. (staff will be alerted via a whistle 5 times from the adjoining school)
- All staff and children to remain in the pre-school and external doors and windows locked.
- Movement may be permitted within the building dependent upon circumstances but this must be supervised by a member of staff.

Partial lockdown is a precautionary measure but puts the pre-school in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

## **Lock Down drills**

Lock down practices will take place a minimum of twice a year to ensure everyone knows exactly what to do in such a situation. Monitoring practices will take place and debriefed to staff so improvements can be made.

This policy was adopted at a meeting of Starlings Pre-school (name of provider)

Held on \_\_\_\_\_ (date)

Date to be reviewed \_\_\_\_\_ (date)

Signed on behalf of the provider \_\_\_\_\_

Name of signatory \_\_\_\_\_

Role of signatory (e.g. chair, director or owner) \_\_\_\_\_