**Lockdown Policy and Procedure**

**Statement of intent**

Lockdown procedures should be seen as a sensible and proportionate response to any external incident which has the potential to pose a threat to the safety of children and adults in the setting.

**Aim**

‘If a trespasser threatens the premises and anyone within them the site ‘Lock-Down procedure should be activated’

STEP 1. GO IN

STEP 2. STAY IN

STEP 3. LOCK IN

LOCKDOWN –ROLES AND RESPONSIBILITIES

Most procedures for handling an emergency are focussed on an event happening in the building. However, in some situations you will be advised to stay put (lock-down) rather than evacuate. ‘Lock-down’ of a building/group of buildings is intended to secure and protect occupants in the proximity of an immediate threat. By controlling movement in an area, emergency services can contain and handle the situation more effectively.

* The supervisor manager assesses the likelihood of an incident happening based on their location.
* The supervisor manager will check our police website for advice and guidance.
* Local police contact numbers are clearly displayed for staff to refer to.
* Staff rehearse simple ‘age appropriate’ actions with the children such as staying low to the floor, keeping quiet and listening to instructions in the same way that fire procedures are practiced. Lock-down must be rehearsed and recorded termly.
* The supervisor manager is aware of the current terrorist alert level, as available at [www.mi5.gov.uk/threat-levels](http://www.mi5.gov.uk/threat-levels).
* We follow any additional advice issued by the local authority.
* Emergency procedures are reviewed and added to if needed.
* Information about this procedure is shared with parents/carers and all staff are aware of their role during ‘lockdown’.
* A message is issued to parents/carers when lockdown is confirmed on Famly.

Suggested wording for parent/carer message

*Due to an incident we have been advised by the emergency services to secure the premises and stay put until we are given the ‘all clear’. Please do not attempt to collect your child until it is safe to do so. We will let you know as soon as we are able to when that is likely to be. In the meantime we need to keep our telephone lines clear and would appreciate your cooperation in not calling unless it is vital that you speak to us.*

## Lock-down procedures

## If an incident happens the setting manager acts quickly to assess the likelihood of immediate danger. In most cases the assumption will be that it is safer to stay put and place the setting into ‘lockdown’ until the emergency services arrive. As soon as the emergency services arrive at the scene staff comply with their instructions.

**Procedure**

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

1. A reported incident or disturbance in the local community (with the potential to pose a risk to children and adults in the setting)

2. An intruder onsite (with the potential to pose a risk to children and adults in the setting)

3. A warning being received regarding an environmental risk locally, of air pollution (smoke plume, gas cloud etc)

4. A major fire in the vicinity of the setting

5. The close proximity of a dangerous animal

1. Partial lockdown

PARENTS SHOULD:

• NOT CONTACT THE SETTING DURING LOCKDOWN AS THIS COULD BLOCK TELEPHONE LINES THAT ARE NEEDED FOR CONTACTING EMERGENCY SERVICES

• NOT COME TO THE SETTING DURING LOCKDOWN AS THIS MAY PLACE THEMSELVES AND OTHERS IN DANGER

• WAIT FOR THE SETTING TO CONTACT THEM ABOUT WHEN IT IS SAFE FOR THEM TO COME AND COLLECT THEIR CHILD

A partial lockdown is a precaution aimed to keep children and staff safe while remaining indoors. This may be as a result of a reported incident/civil disturbance in the local community with the potential to pose a risk to children and staff in the setting. It may also be as a result of a warning being received regarding the risk of air pollution, etc. In a partial lockdown staff and children should remain in the building and all doors leading outside should be locked. **No-one should be allowed to enter or leave the building**; however the setting can continue as usual.

What usually happens during partial lockdown?

• All outside activity to cease immediately, children and staff return to building. The clear unambiguous signal ‘Lockdown’ alerts staff. All staff and children should remain in the building and external doors and windows should be locked.

• Free movement may be permitted within the building dependent upon circumstances

• In the event of an air pollution or chemical, biological or radiological contaminants issue, air vents, fans, heating and air conditioning systems should be closed or turned off.

• Seal up all the cracks around doors and any vents into the room – aim to minimise possible access points of pollutants

1. Full lockdown

This signifies an immediate threat to the setting and may be an escalation of a partial lockdown.

**Immediate action**:

• All children and staff should return to/stay in the building

• External doors should be locked

• Internal doors might be locked (where a member of staff with a key is present)

• Lock windows, draw blinds and curtains, cover internal door windows (so an intruder cannot see in)

• Staff and children to sit quietly out of sight and where possible in a location that would protect them from harm such as gunfire (bullets go through glass, brick, wood and metal).

• Turn off lights, computer monitors

• Turn off mobile phones (or at the least turn onto silent so they cannot give away your position)

• A register should be taken and headcount completed of all staff and children at the setting

• Children should not be released to parent/carers during a lockdown and staff should not leave the premises unless instructed to do so

Beforehand:

SUPERVISOR

1. Ensure there is a clear unambiguous signal (say ‘Lockdown’) which will alert all staff to a Lockdown, while at the same time not necessarily agitating the trespasser, if that is the nature of the alert.

2. Ensure that the Lockdown procedure is posted within the settings at key locations.

3. Allocate key roles and ensure deputies for those staff in case of absence. Ensure the Lockdown Procedure is rehearsed every half term.

4. Update staff with information on safeguarding issues on a regular basis.

5. Inform appropriate interested parties and parents/carers of the procedure they should follow in the event of a Lockdown e.g. If there is an incident, possibly a large fire in a nearby factory, do not come to the establishment for your children as you may be putting yourself at risk. We will keep all our doors firmly shut. We will keep your children safe. Do not ‘phone the Establishment as we will be using the telephone for communicating with the authorities. We would contact you via telephone as soon as is appropriate.

LOCKDOWN – ROLES and RESPONSIBILTIES

On hearing the Lockdown signal: Say ‘Lockdown’

STAFF OUTSIDE the building, without panic but with due urgency

1. Usher all inside, unless unsafe to do so when an alternative should be communicated.

2. Check that there are none who miss the signal as they are in ‘hidden’ areas etc.

3. Close and lock doors (keys to be kept on hook by door) windows and other potential access points

STAFF INSIDE the building

1. Remain by external doors until they are locked and supervised (keys to be kept on hook by door)

2. Lock external room’s doors, close windows.

3. Move away from windows if appropriate and pull down blinds

4. Obtain calm

5. Conduct a head count and roll call

6. Embark on normal activity

7. Await further instructions or confirmation that the incident has concluded.

SUPERVISOR/ MANAGER

1. Take command and control and ascertain cause of alert

2. Ensure Emergency Services and if appropriate, security services are contacted (Office Manager)

3. Ensure that procedures have been activated and completed.

4. Complete headcount and situation report

5. Ensure occupants are moved away from potential hazards e.g. from the side of the building facing fire or potential explosion and in storms away from hazards

6. Inform the Children’s & Young Persons Services (CYPS)

LOCKDOWN –ROLES AND RESPONSIBILITIES

During Lockdown:

SUPERVISOR/MANAGER

1. Respond to anxious telephone calls with the following message:

‘Please do not come to the site, you may put yourself and those here at risk. We will keep all our doors, windows etc. firmly shut and occupants safe. If you insist on coming to the site we will not let you in’

NB: It will be necessary to have a contingency plan for those who ignore and challenge these instructions. The safety of yourself and the majority must be your prime concern. However, you may have to ‘release’ individuals in a manner that does not let potentially contaminated people or contamination in e.g. quickly allowing exit through controlled twin sets of downwind doors.

2. Liaise with Children’s & Young Persons Services (CYPS)

**Further guidance**

Members of the public should always remain alert to the danger of terrorism and report any suspicious activity to the police on 999 or the anti-terrorist hotline: 0800 789 321.

For non-emergency, call the police on 101.

Updated and implemented Autumn Term 2023– reviewed regularly and the procedure monitored and evaluated