

Lockdown policy

Leaffield Pre-school recognises the potentially serious risks to staff, visitors and children in emergency or harmful situations.

A Lockdown Policy may take place where there is a perceived risk of threat to the Pre-school, it's 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:

1. In the event that unauthorised person(s) considered dangerous are on pre-school or village hall grounds
2. In instances including domestic breakdowns where estranged parties are attempting to abduct children
3. In emergency situations within the environs of the Pre-school or village hall where there are risks from air pollution or chemical, biological or radiological contaminates.

Lockdown Procedure

A lockdown will be initiated by 3 short bursts of a whistle by the supervisor. Lockdown procedures will be practiced from time to time so that staff and children are familiar with them.

Procedure

Close all windows and doors

Lock up

Out of sight and minimise movement

Stay silent and avoid drawing any attention

Endure – be aware you may be in lockdown for some time.

Staff will then follow directives of the Police as instructed or directed.

Policy statement

To be reviewed

This policy was adopted at a meeting of

*(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)
