****

**Lockdown Policy**

Leafield 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 Pre School Lead staff member. Lockdown procedures will be practiced once a year so that staff and children are familiar with them.**

**Procedure**

* The room lead will clearly verbally instruct another staff member to check that the windows and doors are locked. The blinds will be pulled down. It will be assessed in that moment if it is safe to do this.
* Another staff member will be requested to check the toilets.
* The lead staff member will collect the phone and the register.
* The children will go behind the kitchen counter. If there are too many children to fit, staff will lay tables across the back of the classroom where the kitchen is located.
* Children will sit behind the counter and tables with staff. They will be re-assured and staff will call the area their den.
* The register will be taken
* The lead staff member will contact the emergency services
* Other Staff will engage the children with quiet storytelling and other calm and quiet activities they have access to including videos and games on the ipads.
* If the threat is located in the village hall all children will be taken into the corner of the room next to the toilets and the same procedure followed.
* The lead staff member will stay on the phone to the emergency services until the situation is safe.

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