

## 22. LOCKDOWN POLICY AND PROCEDURE

### STAY SAFE RUN HIDE TELL

Royston Playgroup recognises the potentially serious risks to children, staff and visitors in emergency or harmful situations. A lockdown may take place where there is a perceived risk of threat to the playschool, its staff, children, visitors or property. Where possible, the Playgroup will act to ensure the safety of all personnel in the setting in the following situations:

- . In the event that unauthorised person(s) considered dangerous, are on school grounds.
- . In instances including domestic breakdowns where estranged parties are attempting to abduct children.
- . In instances where personnel, students, volunteers or staff from within the setting become a threat to the well-being of others.
- . In emergency situations within the environment of the setting where there is potential risk from spills or poisonous fumes.

A lockdown will be initiated by a recognisable signal of 3 sharp taps on tambourine and call STAFF. Lockdown procedures will be practiced from time to time to ensure that staff and children are familiar with them.

#### Practices and Procedure

Follow the **CLOSE** Procedure.

Close all windows, blinds and doors.

Lock up.

Out of sight and minimise movement.

Stay silent and avoid drawing any attention.

Endure. Be aware that you may be in Lockdown for some time.

The following steps provide guidelines for staff, students and visitors in an emergency situation:

1. On hearing the lock down signal the Playgroup Manager and/or Deputy will call for assistance using 999.
2. Staff will lock the front outer door and internal hall door and the back door.

3. 3 sharp taps on Tambourine and call STAFF will signal lockdown procedures to take effect immediately.

**In the setting:**

Upon hearing the Lockdown signal, these steps will be followed:

1. Staff to guide all children into the corridor. Staff to secure all windows and doors, keeping children calm. If anyone is outside, call them in. Collect Grab bag - medical box, register, contact details & mobile phone and evacuation rope.
2. Do a head count immediately & call register.
3. Supervise, ensuring everyone remains out of sight and are sitting quietly.
4. No one should be allowed out of the room or safe area during a lockdown procedure.
5. Phones on silent.
6. Remain in lockdown until the all-clear has been given by the police.

Once the danger has passed when we are completely sure that the danger is over, we will leave our safe place and continue our activities as far as possible. The Group leader will phone the parents/carers and the chairperson (if not already contacted), to inform them of the incident. Records will be made of the event and actions taken will be recorded in our incident book. Ofsted and Early years will be informed within 24 hours of the incident occurring.

PLAYLEADER SIGNATURE.....DATED.....

COMMITTEE SIGNATURE.....DATED.....