



## Lockdown Policy

The Lockdown procedure will be followed when there is an emergency but we are unable to leave the premises. This may come about from being notified of an incident in the area, such as an escaped dog or due to staff noticing a concerning event in the vicinity e.g. one of the young people in the education facility next door goes on a rampage.

The Manager or person in charge will make the decision to stop using the outside space and all staff and children will be brought inside immediately and the doors closed. The front door is always closed and locked when the children are present and this would remain so.

If there is imminent danger in the local environment, it may be necessary to close the windows and curtains in the hall so that any intruder on the premises outside cannot see inside. The toilets and kitchen will be evacuated and everyone brought into the hall. The fire doors from the lobby to the hall will be closed. The Manager or one of the deputies will collect the register, children's medication from the top of the First Aid box and Playgroup mobile phone from the kitchen hatch and close the hatch doors.

There are no window coverings at the back of the hall, but we would aim to keep the children to the west side of the hall, which can't be seen from the back windows, potentially using the role play frame as a screen.

Depending on numbers, it may be possible to use the storage cupboard as a safe space to hide, but no child will be left on their own without an adult and the adults will try to keep them calm, quiet and reassured.

If it is safe to do so, the Manager can use the mobile phone to alert the emergency services and follow their guidance.

The following the Lockdown Procedure as advised by West Sussex County Council will be followed as closely as possible.

**Please be aware that the likelihood of this happening is very small, but it is best to be prepared, which is why the staff have discussed and formally written down these procedures.**

This Policy will be reviewed at least annually, or as the need arises.

# Model Lockdown policy for West Sussex early years and childcare providers

## Adapted for Penhill Playgroup



[www.penhillplaygroup.org.uk](http://www.penhillplaygroup.org.uk)



## Contents

1. Introduction .....	3
2. 'Lockdown' Alert.....	3
3. Lockdown Arrangements .....	4
3.1 Partial Lockdown .....	4
3.2 Full 'Lockdown' .....	4
4. Unsafe Areas (if applicable) .....	5
5. Communication with Parents and Carers.....	5
6. Appendix 1 –Roles and Responsibilities .....	6
7. Appendix 2 – Overview Sheet.....	<b>Error! Bookmark not defined.</b>
8. Appendix 3 – Communication Flow Chart (settings own version) ...	<b>Error! Bookmark not defined.</b>
9. Appendix 4 – Sample letter to parents/carers .....	7

### 1. Introduction

'Lockdown' procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and children in the setting. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all children, staff and visitors.

'Lockdown' procedures may be activated in response to any number of situations, which may include:

- A reported incident/civil disturbance in the local community (with the potential to pose a risk to staff and children in the setting);
- An intruder on the setting site (with the potential to pose a risk to staff and children);
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc.) or chemical, biological or radiological contaminants;
- A major fire in the vicinity of the setting;
- The close proximity of a dangerous dog/animal roaming loose.

### 2. 'Lockdown' Alert

The nominated Lockdown Manager at the setting is Katie Ayling, Manager or appropriate deputy Hannah Phillips or Nicky Smith. They will initiate, manage and conclude the 'lockdown'. They will also communicate with the emergency services. The role and responsibilities of the Lockdown Manager are recorded in Appendix 1.

The fire alarm will **not** be used to alert staff of the need to 'lockdown' to avoid potential confusion. If the fire alarm sounds during a 'lockdown' it is to be ignored unless smoke or flames are directly visible and pose an immediate threat to your location.

### **3. Lockdown Arrangements**

#### **3.1 Partial Lockdown**

##### **Staff will be alerted by the words “Partial Lockdown”**

In a partial ‘lockdown’ staff and children must remain in the setting building and all doors leading outside must be locked. No one can be allowed to enter or leave the building; however, the normal daily routine should continue as usual if practicable to do so. 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 children in the setting, but whereby that risk is not immediate. It may also be as a result of a warning being received regarding the risk of air pollution, etc. especially any warning from the emergency services.

##### **Immediate action**

- All outside activity to cease, children and staff return to the building.
- All staff and children remain in the building and all external doors and windows to be shut, other than those designated as emergency exits.
- Free movement may be permitted within the building dependent upon circumstances.
- In the event of air pollution, chemical, biological or radiological contaminants issue, air vents, fans, heating and air conditioning systems must be closed or turned off.
- Use anything to hand to seal up all the cracks around doors and any vents into the room – the aim is to minimise possible ingress of pollutants.
- Staff should await further instructions.

All situations are different. Once all staff and pupils are safely inside, the Lockdown Manager, with the support of the Deputies, will conduct an ongoing and dynamic risk assessment based on any advice received from the Emergency Services.

Communication during a ‘partial lockdown’ will be direct communication from the Lockdown Manager.

A ‘partial lockdown’ may also be used as a precautionary measure; putting the setting into a state of readiness (whilst retaining a degree of normality) should the situation escalate.

Emergency Services will advise as to the best course of action in respect of the prevailing threat.

Staff and children remain in ‘lockdown’ until it has been lifted by the Lockdown Manager or senior member of the emergency services.

#### **3.1 Full ‘Lockdown’**

##### **Staff will be alerted by the word “Lockdown”**

This signifies an immediate threat to the setting and may be an escalation of a partial ‘lockdown’. The aim of a full ‘lockdown’ is for the setting and its rooms to appear empty.

##### **Immediate action**

- All children/staff to stay in the hall;
- All outside activity to cease, children and staff return to the building or exit the site and proceed to St Michael and All Angels Church.
- Front door stays locked.
- Windows closed and locked where possible, blinds drawn, internal door windows covered where possible (so an intruder cannot see in);
- Children and staff to sit as quietly as possible, out of sight. (*It is recommended to shelter by a substantial wall away from doors and windows, but our building is one room, so this is not possible.*)
- Lights and computer monitors turned off;
- Staff mobiles to be set to silent with no vibrate;
- A register to be taken of all children and staff.
- Staff should await further instructions.

During the 'lockdown', staff will not make unnecessary calls as this could delay more important communication.

Staff and children remain in 'lockdown' until it has been lifted by the Lockdown Manager or senior member of the emergency services.

#### **4. Unsafe Areas (if applicable)**

The following areas must not be used during a lockdown and should be evacuated as they cannot be secured:

- **toilets, entrance hall, kitchen, garden, side area.**

#### **5. Communication with Parents and Carers**

The 'lockdown' manager will inform parents and carers that the setting is in lockdown via text or What's App using the template below.

'Penhill Playgroup is in a lockdown situation. During this period phones will not be answered, all doors are locked and nobody can enter or leave the site. We are working to ensure the safety of all our children. **DO NOT** come to the setting until the incident has been resolved as it may put us all at greater risk. We will keep you informed as best we can.'

During a 'lockdown' no members of the public will be allowed into the setting and parents/carers will be told not to travel to the setting.

All staff, children and visitors to the setting will not be allowed to leave the setting until the lockdown has been declared over.

Parents and carers must not try to contact the setting during the 'lockdown'.

Children will not be released to parents or carers until the incident has been declared over by the Lockdown Manager or senior member of the emergency services.

## 6. Appendix 1 –Roles and Responsibilities

### Lockdown Manager

**This is the setting manager, Katie Ayling, or in her absence, Hannah Phillips or Nicky Smith, Deputy Managers.**

- Alert all staff and pupils of the need to 'lockdown' the setting.
- For partial 'lockdowns' this will be achieved by saying "partial lockdown" and for full 'lockdowns' this will be by saying "lockdown".
- Inform emergency services immediately.
- Inform parents/carers via text or What's App.
- Ensure communication any staff on an outing is established.
- Get register, setting mobile phone, First Aid kit and any children's medication on top of the First Aid Box.

### All other staff/volunteers

- Close and secure all external doors and windows.
- If full lockdown, secure double doors at the front of the hall and the hatch doors into the kitchen.
- Close all curtains.
- Ensure children are in a safe place in the room i.e. sheltered as far as possible away from doors and windows. *In our hall, this may not be possible if we cannot cover the back door windows.*
- Turn off all IT equipment.

## 7. Appendix 2 – Sample letter to parents/carers

Dear Parents and Carers,

### Re: Emergency Lockdown Procedure

Our primary aim as an early years and childcare setting is the safety and wellbeing of the children and to support us in achieving this we have many policies in place, including how we would respond to a potential incident either in the community or directly affecting the setting.

One of these policies is our 'Lockdown' procedure', the aim of this policy is to support our staff in safeguarding children from a variety of potential hazards that may arise, these include:

1. A reported incident, disturbance in the local community;
2. An intruder on the site;
3. A warning being received regarding a local risk 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 dog.

Our procedure aims to minimise disruption to the learning environment whilst ensuring the safety of all children and staff.

In the event of an emergency that requires the setting to be locked down the following actions may be taken, please note this is not an exhaustive list and is being provided as a summary only, exact actions will be dependent on the incident:

- Staff will ensure all children are inside the setting building and lock any outside doors and close any windows that may be open;
- If children are outside, staff will bring them back into the building;
- A register will be taken and any child not present will be notified to senior staff who will arrange a search for the missing child;
- Staff will ensure all external doors are secured and closed;
- Emergency services will be notified;
- A message will be sent to parents and carers via text or What's App to advise of the emergency;
- Children will not be released from the setting until the all clear is given;
- Parents/carers **must not** try to contact us or come to the setting until the all clear has been given. This can both block essential routes of communications and disrupt the emergency services.

We regularly carry out emergency evacuation drills and will now plan to carry out a regular emergency lockdown drill with the staff and children to ensure that everyone is clear on what they have to do.

**In the unlikely event that we have to put this process into action we need to ensure that parents are aware of the arrangements, as outlined above. The full Policy and procedure can be read on our website on the Policies page [www.penhillplaygroup.org.uk](http://www.penhillplaygroup.org.uk)**