



Lockdown Procedure

Statement of intent

In case of possible security threats, the guidelines here will be followed to ensure the safety of children, parents and staff in the event of a local threat or emergency situation which may result in Buckles and Bows being placed into 'lockdown'.

In some situations, it is likely we will be advised to stay put (lockdown) rather than evacuate the premises. In the event of an incident, 'lockdown' of a building or buildings is an emergency procedure to secure and protect occupants near an immediate threat.

By controlling movement in an area, emergency services can contain and handle the situation more effectively.

Be prepared

Staff should be aware of the current threat level for international terrorism in the UK at all times, and take heed of Government advice on each level.

Local police contact numbers are clearly displayed for staff to refer to on the Emergency Contact list in the kitchen.

We will follow any advice for managing emergency situations issued by our Local Authority.

This procedure is on the Pre-school website to advise parents of the actions we will take in the event of a 'lockdown' and what they should do.

All staff are made aware of their role during 'lockdown', staff will take charge of their key children.

If there is an occurrence, a different bell to the fire alarm bell will be rang to alert the staff to commence the lockdown procedure.

As soon as lockdown is announced, we are sure the situation is not a false alarm and it is safe to do so, an e-mail and WhatsApp message will be sent to all Parents/carers (see below).

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Suggested wording for message to parents:

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 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 absolutely vital that you speak to us.

Lockdown procedures

If an emergency happens the setting manager must act quickly to assess the likelihood of immediate danger. In most cases the assumption should 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 it is essential staff comply with instructions at all times.

Upon alert to lockdown

- Stay calm.
- Ensure staff and children stay in the quiet room.
- Stay in the room you are working in, secure all doors and windows and await further instructions.
- Close curtains and blinds where possible.
- Stay away from windows and doors.
- Stay low and keep calm.
- Lock-down must be rehearsed with the children in an age appropriate way and recorded termly.
- Tune into a local TV or radio station for more information.
- Do NOT make non-essential calls on mobile phones or landlines.

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Be alert

- Do NOT open the door once it has been secured until you are officially advised 'all clear' or are certain it is emergency services at the door. This is another element of your 'lockdown' procedure that can be practised in an age-appropriate way with the children to avoid them becoming anxious when staff do not respond to the doorbell in the usual way.
- Do NOT assemble in large open areas.
- Do NOT call 999 again unless you have immediate concern for your safety, the safety of others, or feel you have critical information.

Following the lockdown

- Co-operate with the emergency services to help an orderly evacuation.
- Ensure you have the Register and children's details with you.
- Any staff or children who have witnessed an attack or incident will need to tell the police what they saw.
- The police may require other individuals to remain available for questioning.

Managing parents

In the event of an incident parents are discouraged from immediately coming to the setting and collecting their children until the emergency services give the all clear. Even then, depending on the severity and type of incident, children may need to be checked by medical teams or questioned by the police.

In this case we will be acting on the advice of the emergency services at all times.



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Threat levels

Threat levels are designed to give a broad indication of the likelihood of a terrorist attack.

LOW means an attack is unlikely.

MODERATE means an attack is possible but not likely.

SUBSTANTIAL means an attack is a strong possibility.

SEVERE means an attack is highly likely.

CRITICAL means an attack is expected imminently.

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 calls to the police, call 101.**

Signed on behalf of the pre-school.....

Position within group.....CHAIRPERSON.....

Latest review date.....18th February 2025