# Wendens Ambo Pre-School

**1.0 Child Protection**

## 1.7 Pre-School “Lockdown” in the event of an emergency

**Policy statement**

In the event of an emergency where we need to deal with a local threat to our children, staff or other persons at our setting, we may take reasonable steps to place the Pre-School in “lockdown” to ensure the safety of our children, staff and any others from an external threat.

Many of our existing procedures deal already with an emergency which involves the evacuation of children, staff and any other person from the premises where the threat is within our building, such as a fire. In some situations, it may be that we are advised for our safety to stay put (“lockdown”) within our building rather than evacuate it. By going into lockdown we can secure and protect occupants who would otherwise be in close proximity to the immediate threat. Emergency services responding to such a threat are then able to take reasonable steps to contain and handle the situation more effectively if our movement is controlled to one area.

**Procedure to evaluate an external threat**

* We will regularly risk assess the likelihood of an incident happening in our area by considering our location, for example what busy tourist attractions are nearby or how close to a city centre, like London and Cambridge, we are which may be under threat?
* We will check the Police force website for advice and guidance about managing a range of issues or incidents that may be prevalent in our area. We will make sure that we have our local police contact numbers clearly on display for staff to refer to in an emergency.
* With regard to terrorism alert levels we will check the current status on the MI5 website: [www.mi5.gov.uk/threat-levels](http://www.mi5.gov.uk/threat-levels)
* We will follow any advice for managing emergency situations that is issued to us by our Local Authority.
* We will review our existing emergency procedures and add to them, if necessary, by giving particular consideration to a ‘lockdown’.
* We will share information with parents to advise them of the actions we will take in the event of a ‘lockdown’ and what they should do.
* Where we deem it necessary, we may rehearse a lockdown procedure with the children in an age appropriate way, such as we would a fire evacuation. We will also rehearse with the children that we will only respond to authorised emergency services personnel knocking at a door or a window so that in the event of a threat, children won’t become anxious should staff not respond to these sounds.
* We will make sure that all staff are aware of their role during a ‘lockdown’.
* If a lockdown is necessary, we will issue a message to all parents, once a lockdown has been announced, along the following lines:

*Due to an incident in our area we have been advised by the emergency services, for the safety of our children and staff, to keep everyone on the premises in “lockdown” until we have been given the ‘all clear’ that it is safe to leave. Please do not try and collect your child until you have heard from us. 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 we would appreciate your cooperation in not calling the Pre-School unless it is absolutely vital that you speak to us. We will communicate any information we have been given to you via texts, facebook and emails including any emergency services telephone numbers you may contact.*

**Lockdown procedures**

If an attack happens staff will assess the likelihood of the immediate threat raised. In most cases the assumption will be that it is safer to stay put and place the setting into ‘lockdown’ until the emergency services arrive to further evaluate the threat level.

As soon as the emergency services arrive at the scene it is essential that staff comply with their instructions at all times.

**Upon alert to lockdown**

* Everyone will try to remain calm and keep the children calm.
* Staff and children and any other persons on the premises will remain in their designated areas.
* All doors and windows will be locked and secured.
* Curtains and blinds will be closed where possible.
* Staff and children will keep away from windows and doors and remain low to the floor.
* Staff and children where possible will get everyone in the Office/cupboard and lock the door.
* We will try to follow the local news reports for more information.
* We will not make any non-essential calls on mobile phones or landlines.
* If the fire alarm is activated, we will remain where we are and await further instructions from the emergency services, unless the fire is within the building. In which case, we will move to a new safe and secure area, following our usual fire procedures.
* We will only call 999 again if we have an immediate concern for our safety, the safety of others, or if we feel we have critical information to offer the emergency services.

**After the lockdown**

* We will cooperate with the emergency services to assist in an orderly evacuation of the premises.
* We will ensure we have the Pre-School register and the children’s details with us.
* We will assist any staff or children who have witnessed an attack or incident to tell the police what they saw.
* We will assist the police with their investigations by being available for interview by them after the threat has lifted.

**Parents coming to collect children**

In the event of a lockdown we know parents will be highly anxious about their children but we would ask all parents with children affected to please wait until we have first contacted them before arriving at the Pre-School to collect their children. We will contact everyone as soon as we have the “all clear” from the emergency services that any threat has been removed and the children and staff are safe to be evacuated. Depending on the severity and type of incident causing the emergency lockdown the children may need to be detained further while the emergency services speak to them to check that they are medically well and/or to ask any questions about the incident.

We will keep parents informed of the lockdown whenever and as often as we are able without jeopardising our communication systems with the emergency services. We will send texts, update our closed facebook page and send emails in the event that we are unable to telephone parents.

We strongly urge parents not to directly contact the Pre-School during a lockdown as it will be vital that our phone lines remain clear at all times.

**Threat levels defined**

The current threat level for international terrorism is **SEVERE** (source: [www.mi5.gov.uk/threat-levels](http://www.mi5.gov.uk/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

**Further information**

*Essential Policies & Procedures for the EYFS* (Pre-School Learning Alliance, 2016)

To order Alliance publications, visit www.pre-school.org.uk/shop or phone 0300 330 0996.

This policy was adopted by the Management Committee

of the Wendens Ambo Pre-School (CIO)

on:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed on behalf of the Management

Committee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Signatory:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Role of signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_