

**EMERGENCY LOCKDOWN PROCEDURES POLICY**

Teston & Wateringbury Preschool 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 pre-school, its staff, children, visitors or property.

Lockdown procedures may be activated in response to any number of situations, such as:-

* A reported incident or disturbance in the local community
* An intruder onsite (with the potential to pose a risk to children and adults in the setting)
* A major fire in the vicinity of the setting
* A warning being received regarding an environmental risk locally, of air pollution (smoke plume, gas cloud etc.)
* The close proximity of a dangerous animal

**Lockdown Procedures**

A lockdown will be initiated by a member of staff blowing the whistle (attached to the daily register) 3 times which will signal all members of staff outside to instruct the children to walk quickly into the hall guiding them over to the book corner.

A head count will begin immediately inside by the manager/deputy manager before the doors and windows are locked and curtains closed.

Manager/deputy manager will assess situation and if necessary will call the police from the pre-school mobile.

The staff will keep the children as quiet and calm as possible until the dangerous situation is over.

We will remain in lock down until the all clear has been given by the emergency services.

**After Lockdown has taken place**

Following the need for lockdown, the setting manager will create a full record of the event. All staff, parents and Trustees will be notified by letter as soon as possible giving details of the event.

A notification of significant incident will be made to Ofsted within the next 48 hours of the incident occurring.