



Whiteley Preschool Lockdown Policy for Parents and Visitors

This policy should be read in conjunction with the Intruder Policy and the Gull Coppice Emergency Plan.

In the unlikely event of a serious incident taking place the preschool may implement this lock down policy. Any incident that poses a serious potential threat may result in all or parts of this policy being implemented, such incidents include: -

- *Gas cloud or smoke plume including chemical spills.*
- *Radioactive emergencies.*
- *A warning received by environmental health.*
- *A major fire (guidance will be sort from local services)*
- *A dangerous animal*
- *Terrorist attack/explosion*
- *An intruder (see intruder policy)*
- *A major incident locally that could affect the preschool.*

If an emergency arises the setting manager (in her absence a member of the leadership team) will 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' and follow the Gull Coppice Plan until the emergency services arrive giving further direction.

Whiteley Preschool will always be acting on the advice and direction of the emergency services in any such incident occurring.

Parents

In the event of a lock down we will send out the following information by email: -

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, please do not call unless it is absolutely vital that you speak to us.

Ensure that the contact details we hold for you are up to date and you inform us of any changes to your details.

In the event of an incident **DO NOT** come to the setting and collect your child. Emergency services will advise when it is all clear and safe for you to do so. Depending on the severity and type of incident, your children may need to be checked by medical teams or questioned by the police.

We will contact parents during 'Lockdown', through email and attempt to notify you via Facebook.

DO NOT attempt to contact the preschool as the phone lines need to be clear.

During the lockdown

Staff will remain calm and for the benefit of the children continue about the daily routine as normally as possible. All the children will remain in a safe area and will not be alerted to the danger. All doors will be locked, windows and blinds will be closed and locked where possible. Attempts will be made to notify other members of staff working in other areas of the building using a walkie-talkie.

There will be no entry or exit to the preschool until we are able to ensure it is safe to do so, this will most likely be at the discretion of the emergency services. Children will be released to their parents when it is deemed safe by the authorities. Advice will be sought from the relevant agencies as quickly as possible.

We will keep a normal appearance for the children to the best of our abilities and notify parents at the first possible opportunity by email and/or Facebook.

All incidents will be recorded and our policies will be reviewed post any incident, Ofsted will be notified of the incident.

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.**

Reviewed on 2nd April 2020