



## Whiteley Preschool Lockdown Policy for Staff

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

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 settings childcare manager (in her absence a member of the management and 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 (Community Centre) Headteacher (North) until the emergency services arrive giving further direction. Manager to be contacted straight away.

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

### Upon alert to lockdown

Stay calm.

Ensure staff and children stay in their designated areas. 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, it might be an idea to rehearse this with children in an age-appropriate way, in the same way that you would rehearse fire evacuation. Lock-down must be rehearsed and recorded termly.

Tune into a local TV or radio station for more information if necessary.

Do NOT make non-essential calls on mobile phones or landlines.

If the fire alarm is activated, remain where you are and await further instructions from emergency services unless the fire is in your area. In which case, move to the next room/area, following your usual fire procedures.

## **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 travel down long corridors.

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 in 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, it is inevitable parents will want to come to the setting and collect their children immediately. They must be discouraged from doing so, until the emergency services give 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.

**It must be made clear to parents that you will be always acting on the advice of the emergency services.**

Regarding getting information to parents during 'lockdown', you should use the existing systems in place for sending group messages, this will be done via EY Log and our Facebook page. Discourage parents from ringing you directly for further updates during 'lockdown'; it will be vital your phone lines remain clear.

## **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.**