

## Safeguarding and Welfare Requirement: Child Protection

Providers must have and implement a policy, and procedures, to safeguard children.



### 8.8a Lock down and Stay down

#### Introduction

Nomansland Pre-School 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.

Where possible the pre-school will act to ensure the safety of all personnel in the setting in the following situations:

- In the event that unauthorised person(s) considered dangerous, are on pre-school grounds.
- In instances including domestic breakdowns, where estranged parties are attempting to abduct children.
- In instances where personnel, students, volunteers or staff from within the setting become a threat to the well-being of others.
- In emergency situations within the environs of the pre-school, where there is a potential risk from spills or poisonous fumes.
- Where there is a possibility of a bomb in the vicinity or grounds of the pre-school.

**A Lockdown will be initiated by using the word Lockdown. All staff are aware of the procedure and know that unless they have been informed that a drill will take place, then it is the real thing.**

**Lockdown procedures will be practised from time to time, so that staff and children are familiar with them.**

#### Practise and Procedure

Follow the **CLOSE** procedure.

Close all windows and doors.

Lock up

Out of sight and minimise movement.

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Stay silent and avoid drawing attention

Endure, be aware that you may be in Lockdown for some time.

The following steps provide guidelines for staff, students, volunteers in an emergency situation:

1. On hearing the lockdown signal the Pre-School Manager/ Deputy will call for assistance- 999
2. Staff will lock all doors
3. Lockdown procedures will take effect immediately.

### **In the setting:**

Upon hearing the Lockdown signal, these steps will be followed:

1. Staff to secure all windows and doors.  
If anyone is outside, call them in immediately.  
Instruct and guide children into the **coat peg corridor** (Outside of kitchen/ toilets)  
Close the doors either end and keep children calm and quiet.  
Collect first aid box, register and children's info folder and telephone. (This will be done as the children are escorted into the corridor.)
2. Do a head count immediately and register.
3. Supervise, ensuring everyone remains out of sight and are sitting quietly.
4. No-one should be allowed out of the room or safe area during a lock down procedure.
5. Remain in Lockdown until the all- clear has been given and normal situation resumes. The Manager/ Deputy will advise when it is safe to do so.

*This policy was originally adopted at a meeting of Nomansland Pre-school*

*Held on 13 November 2017*

*Last review/update approved November 2019*

*Date to be reviewed November 2020*

*Signed on behalf of the management committee*



*Name of signatory Nikola Bishop*

*Role of signatory Chair*