

Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment.

Providers must take reasonable steps to ensure the safety of the children, staff and others on the premises.

Owl Pre School

8.9 Lockdown Policy

Policy statement

Lockdown should take place when circumstances dictate that the safety of the children, staff and visitors is better inside the building; with doors and windows locked and blinds down. Everyone should be moved away from windows and doors for prime safety.

Aim:

- We assess our ability to quickly restrict access to our building through physical measures in response to a threat, either external or internal
- Our aim of lockdown is to prevent people moving into danger areas and preventing or frustrating the attackers accessing our building
- We will assess whether we are able to physically achieve lockdown.

Why Lockdown?

- Those seeking to conduct attacks often undertake a level of planning including hostile reconnaissance.
- We use all opportunities to detect and deter threats at the attack planning phase e.g. listening for or seeing signs of a possible threat and notifying the Authorities
- Presenting a strong security posture through visible and effective activity, for example by staff awareness and reporting processes.
- If preventing an attack has not been possible, the ability to delay the attacker during the course of the attack and reduce the number of potential casualties can be greatly increased through lockdown.

We plan in advance what needs to be done to lockdown a site and recognise the need that flexibility in those plans will save lives.

Our planning considers:

- *How to achieve effective full or partial lockdown*
- *How to let people know what is happening*
- *Training our staff*

- *STAY SAFE principles i.e. RUN HIDE TELL*

How do we achieve lockdown?

- In our planning we identify all access and egress points in both public and private areas of the site. We understand that access points may be more than just doors and gates.
- We identify how to quickly and physically secure access/egress points
- We identify how our setting can be sectored to allow specific areas to be locked down.
- Staff are trained to act effectively and made aware of their own responsibilities
- Stopping people leaving or entering the site and directing people away from danger.
- We have flexible processes to cope with and compliment invacuation and evacuation

How to let people know what's happening

- We have a dedicated "Lockdown" alarm tone/ code word: and
- By word of mouth

Note: Use of fire alarms should be avoided to reduce incorrect response to an incident

Staff Training

Due to the fast moving nature of incidents that require lockdown it is important that all staff are able to act quickly and effectively.

- Our staff are trained on using the principle of "Stay Safe" (see Appendix A)
- Staff know what is expected of them, their roles and responsibilities
- We regularly check staff understanding through supervision, meetings and adhoc conversations
- We test and exercise plans with staff on a regular basis
- We refresh training at least annually or when new information arises

Our Manager or Deputy Manager:

- Ensures there is a clear signal which will alert all staff to a Lockdown, whilst at the same time not necessarily agitating the attacker or situation
- Ensures that the lockdown procedure is on display in key locations
- Allocates key roles and ensures there is a designated person in case of absences
- Ensures the lockdown procedure is rehearsed at a frequency that reflects local risk assessment, but at a minimum of twice a year.
- Updates staff with information on emergency services exercises, disputes with parents/carers, custody cases, banning cases etc on a regular basis.
- Informs appropriate interested parties and parents/carers of the procedure they should follow in the event of a lockdown e.g. *"If there is an incident, do not come to the setting for your child as you may be putting*

yourself and others at risk. We will keep our doors firmly shut. We will keep your children safe. Do not phone the setting as the phone will be needed to communicate with the authorities”

Procedures

Management of the situation will depend on the circumstances presented

- *Remain Calm*
- *Move slowly*
- *Obey instructions*
- *DO NOT PROVOKE AN ATTACK*

On hearing the lockdown signal

Staff will be informed and correct protocol will be followed

- The Manager (or designated deputy) will contact the police on 999
- The Manager (or designated deputy) will quietly inform staff of the situation

STAFF OUTSIDE the building:

- Without panic but with due urgency will usher the children inside , unless unsafe to do so
- Will check that no-one misses the signal by checking all ‘hidden’ areas etc
- Will secure potential access points
- Depending on the circumstances, staff will ensure that children are directed to designated area

STAFF INSIDE the building:

- Will remain by external doors until they are locked, barricaded and supervised
 - Will take on allocated duties
 - If there is smoke, noxious fumes etc., turn off all ventilation fans etc.
 - Move everyone away from the windows: shut the windows, pull down blinds and cover windows
 - Ensure lights are out, all electrical devices are switched off and phones on silent
 - Conduct a role call
 - Keep everyone calm, quiet and embark on a normal activity(if appropriate)
 - Await further instructions or confirmation that the incident has concluded
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- After lockdown the Manager (or designated deputy) will liaise with the Police Officer in charge regarding any necessary on-going support and actions
 - The Police Officer in charge will evaluate the situation and notify the Manager when the setting is safe and/or if any other action is needed

- The Manager /Director will need to report the incident directly to the Local Authority

Information for Parents

- Inform parents that depending on the type and severity of the incident, they may be asked NOT to collect their child/children from the setting as they may put the child and themselves at risk
- Explain that they may not be able to contact the setting by telephone as we will be using it to contact the Authorities
- Parents should listen to the local radio stations for information
- Children will be supervised at all times and communication with parents/carers will be re-established once the incident has been dealt with or advice given from the appropriate Authority/Emergency services
- If the end of the session is extended due to the lockdown, parents will be notified and will receive information about time and place children can be picked up from staff or Emergency Services/Social Services
- A letter to the parents will be sent home at the nearest possible day following any serious incident in order to inform parents of context of lockdown and to encourage parent to reinforce with their children the importance of following procedures in these circumstances

The Manager/Director will review lessons learnt from the incident with the appropriate parties

Further guidance

- Information from NaCTSO Guidance Note 1/2015 For more information visit their website www.nactso.gov.uk

This policy was adopted by _____ *(name of provider)*

On _____ *(date)*

Date to be reviewed _____ *(date)*

Signed on behalf of the provider _____

Name of signatory _____

Role of signatory (e.g. chair, director or owner) _____