

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

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



8.11 Lockdown Procedure

Policy statement

Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and children in the setting. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all children and staff.

Lockdown procedures

Lockdown procedures may be activated in response to a number of situations, but some of the more typical might be:

- A reported incident/civil disturbance in the local community (with the potential to pose a risk to staff and children in the setting).
- An intruder on the school site (with the potential to pose a risk to staff and children).
- A warning being received, regarding a risk locally, of air pollution, smoke plume, gas cloud etc.)
- A major fire in the vicinity of the school.
- The close proximity of a dangerous dog roaming loose

The playgroup's lockdown plan is as follows:

Signal for lockdown	Activation of the school intruder alarm system via panic buttons situation around the school
Signal for all clear	Second activation of the intruder alarm
Signal for evacuation	Fire drill will sound
Room most suitable for lockdown	School kitchen adjacent to the playroom
Entrance points (e.g. doors, windows) which should be secured	External doors Fire doors Internal doors All windows
Communication arrangements	Telephone

Lockdown drill

Staff will be alerted to the activation of the lockdown drill in advance. When the setting's intruder alarm is activated staff must take the following action:

- Children who are in the outside play area should be brought inside as quickly as possible, via the main entrance, and go to the school kitchen.
- Those inside the setting will be taken to the school kitchen.
- All external doors and, as necessary, windows should be closed.
- Blinds should be drawn.
- Children should be encouraged to sit quietly
- Staff should encourage children to keep calm
- As appropriate, the school office will establish communication with the emergency services
- If it is necessary to evacuate the building, the fire alarm will be sounded, and the usual fire drill procedure will then take place
- Children will not be released to parents during a lockdown

It is of vital importance that the setting's lockdown procedures are familiar to all members of staff. To achieve this, a lockdown drill should be undertaken at least once a year, in line with Foundry Lane Primary School.

All situations are different. Once all staff and children are safely inside, senior staff will conduct an on-going risk assessment based on advice from the school and emergency services. This will then be communicated to staff. Emergency services will advise as to the best course of action in respect of the prevailing threat.

Emergency Services

It is important to keep lines of communication open with emergency services as they are best placed to offer advice as a situation unfolds. The school site may or may not be cordoned off the emergency services depending on the severity of the incident that has triggered the lockdown.

Emergency services will support the decision of the Headteacher regarding the timing of communication to parents.

Staff will ALWAYS have advance notice of a lockdown drill. Therefore, if the signal occurs without warning staff must assume it is NOT A DRILL.

This policy was adopted at a meeting of	Foundry Lane Community Playgroup Management Committee
Held On	November 7 th , 2019
To be reviewed	Annually
Signed for and on behalf of Foundry Lane Community Playgroup Management Committee	
Name of Signatory	J. Stephens
Role of Signatory	Chairperson

Review Date	Reviewed By (Name)	Role	Signed
15.12.2020	J. Stephens	Chair	