



69- Lockdown Policy

Cornerstone 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.

If an emergency happens the setting's business manager/preschool leader must 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' until the emergency services arrive.

In the event of a critical incident requiring 'Lock Down', the staff member witnessing the incident must notify the Business Manager/Preschool Leader or Deputy at once. The Business Manager/Preschool leader will alert all staff that lockdown has begun by announcing 'CODE RED' Staff will then gather all of the children together and take them inside the building as quickly as possible.

The Business Manager/Preschool Leader or Deputy will determine the risk and need for a 'lock down'. The Business manager or designated member of staff will call the police, if required, whilst the Business manager to remain in the office if it is safe to do so and staff members will stay in the lounge/small group room with children and any parent/carer or visitors who are on the premise at the time.

Lockdown procedures Staff will move the children out of sight to the lounge/small group room close the door taking the pre-school phone and register. Deputy leader will complete a head count of children whilst the Preschool Leader quickly checks the premises for any other children. Staff will secure all windows and doors. Everyone will remain out of sight until further instructions are received from the emergency services. The staff will attempt to keep the children as quiet and calm as possible until the dangerous situation is over.

Once the danger has passed and when we are completely sure that the danger is over, we will leave our safe place and continue our activities as far as possible.

The Preschool leader/Business Manager will phone the parents/carers and the chair (if not already contacted), to inform them of the incident.

Suggested wording for message to parents:

'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 in not calling unless it is vital that you speak to us'.

Lockdown practices will take place at least once a year to ensure everyone knows exactly what to do in such situations. Monitoring of practices will take place and staff debriefed for positive reinforcement or to identify required improvements.

Records will be made of the event and actions taken will be recorded in our incident book. Ofsted and Early years will be informed within 24 hours of the incident occurring.

Cornerstone Preschool will carry out an annual drill to highlight any issues and review the policy

This policy was agreed at an Under 5s AGM meeting held on 6th November 2023 (Date)
Signed on behalf of the preschool.....(Chair)