

# LOCKDOWN POLICY AND PROCEDURE

## Go In, Stay In, Tune In

Saplings 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 unauthorized person(s) considered dangerous, are on school grounds.
- In Instances included 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.

A lockdown will be initiated by a recognisable signal of 3 whistle blows  
Lock down procedures will be practiced from time to time to ensure that staff and children are familiar with them.

## Practices and Procedure

Follow the **CLOSE** Procedure.

- Close all windows and doors.
- Lock up.
- Out of sight and minimise movement.
- Stay silent and avoid drawing any attention.
- **Endure**. Be aware that you may be in Lockdown for some time.

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

1. On hearing the lock down signal the Pre-School Manager and/or Deputy will call for assistance using 999.
2. Staff will lock the front outer door and close internal hall door.
3. Three (3) long whistle blows will signal lockdown procedures to take effect immediately.

## In the setting:

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

1. Staff to guide all children into the hall if playing outside. Staff to secure all windows and doors. Instruct children to move into the rear bathroom on the right and keep them calm. If anyone is outside, call them in. Collect medical box, register & phone.
  2. Do a head count immediately & call register. Contact school.
  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 lockdown procedure.
  5. Remain in lockdown until the all-clear has been given by the police.
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**Reviewed by:**

Vickie Smith, Co-Chair 02/09/2018

Alice Bettoney, Treasurer 02/09/2018

Date of next review 02/10/2019