

Lockdown Policy and Procedure

Go in, Stay in

Tiny steps preschool 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 preschool, its staff, children, visitors or property. Where possible, the preschool will act to ensure the safety of all personnel in the following situations:

- In the event that unauthorized person(s) considered dangerous, are on preschool 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.
- In emergency situations within the environment of the setting where there is potential risk from spills or poisonous fumes.

A Lockdown will be initiated by a whistle being blown. Whistles are located in every room including the garden. This can be initiated by any member of staff. Once blown, the lock down procedure starts with immediate effect. Lockdown 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. Close blinds where applicable

Lock up.

Out of sight and minimise movement.

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 and visitors in an emergency situation:

- On hearing the lock down whistle, the Preschool Managers will call for assistance using 999
- Staff will lock all internal doors and back door.
- The internal alarm will signal lockdown procedures to take effect immediately.

In the setting:

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

Main hall and garden:

- Staff to ensure that all children are taken into the craft room, if anyone is outside call them in. Staff are to secure all windows and doors and to collect register and a mobile phone ensuring its on silent
- Do a head count and take register immediately.
- Supervise, ensuring everyone remains calm and sits as quietly as possible.
- No one should be allowed out of the safe room during a lockdown procedure.
- Remain in lockdown until the police have given the all clear.

Toilets

- If you are in the staff toilet or children's toilet, please lock the doors and stay hidden until a member of staff comes to see you and or the police.

This policy was adopted at a meeting of Tiny steps preschool

Held on September 2021

Date to be reviewed September 2022

Signed Connie Bryson

Role of signatory Manager