



Lock Down Policy

Definition

An evacuation or lockdown occurs when circumstances dictate that the safety of pupils and staff is better ensured inside current buildings, with doors and windows locked and blinds/curtains drawn. Pupils would be moved away from windows and doors for prime safety. Lockdown procedures may be activated in response to any 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 pupils in the school)
- An intruder on the school site (with the potential to pose a risk to staff and pupils in the school)
- 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

Procedure

Management of the situation will depend on the circumstances presented

- Remain calm
- Obey instructions
- DO NOT PROVOKE AN INCIDENT

1. The staff will contact police on 999 and use whistle to alert pre-school to lock down.
2. The Manager (or designated deputy) will quietly inform staff of the situation if possible.
3. Depending on the circumstances staff will ensure children remain inside with locked doors and windows and blinds pulled down or children will be evacuated in a quiet and orderly manner *away* from the situation to a safe area defined by staff or police.
4. If any children and adults are outside at the alert of a lockdown, the adult will bring all children into the school building via the nearest door entrance.
5. The Police Officer in charge will evaluate the situation and notify the staff when the school is safe and/or if any further action is needed.

Lock Down Area Procedures

All staff and children to move into Riverroom once alarm has been raised and then everyone to move into kitchen – closing windows and blinds before leaving and shutting doors, one member of staff to ensure outside doors are secure (i.e. doors around the pre-school). Staff to lock external doors (if able to do so). Take pre-school mobile phone for communication.