

22. Lockdown

Statement of intent

Polesden Lacey Playschool recognises the potentially serious risks to children, staff, student and visitors in emergency or harmful situations. A lockdown may be necessary where there is a risk of threat to anyone within the setting.

Aim

Lockdown procedures should be initiated to any external or internal incident which has the potential to pose a threat to the safety of staff and children in the playschool and school.

Partial lockdown

This may be as a result of a reported incident / civil disturbance in the local community with the potential to pose a risk to staff and children. It may also be as a result of a warning being received regarding the risk of air pollution, etc. In a partial lockdown staff and children should remain in the building and all doors leading outside should be locked and windows closed. No one should be allowed to enter or leave the building; however, activities and play can continue as usual.

Immediate action

- All outside activity to cease immediately, children and staff return to building. (Office staff will pass a message verbally to the Playschool)
- All staff and children remain in building and external doors and windows locked.
- Free movement may be permitted within the building dependent upon circumstances.
- In the event of an air pollution or chemical, biological or radiological contaminants issue, air vents, fans and heating should be closed or turned off.
- Use anything to hand to seal up all the cracks around doors and any vents into the room – aim to minimise possible ingress of pollutants.
- Staff should await further instructions.

All situations are different. Once all staff and children are safely inside, senior Playschool and school staff will conduct an ongoing and dynamic risk assessment based on advice from the Emergency Services. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

Full Lockdown

This signifies an immediate threat to the playschool and school and may be an escalation of a partial lockdown. The aim of a full lockdown is for the school and its rooms to appear empty. The school will instruct the Playschool verbally or show them a 'Lockdown Card. Polesden Lacey Playschool tells all staff to apply common sense as completing desirable actions listed below may be too time consuming and may place staff in danger.

Immediate action

- Children are moved to the toilets and cloakroom area; undertake headcount
- Children led by staff sit quietly out of sight and where possible in a location that would protect them from gunfire (bullets go through glass, brick, wood and metal)
- External doors locked by one member of staff
- If safe to do so... windows locked, blinds drawn, internal door windows covered (so an intruder cannot see in).
- If possible, staff should collect their mobile phones basket
- Mobile phones should be turned off (or at the least turned onto silent so they cannot give away your position).
- A register to be taken of all children and staff
- Lights and tablets monitors turned off, if possible.

- Staff should await further instructions.
- Reception to the toilets and cloakroom by their classroom (barrier erected to block view from outside door and door to Reception classroom closed)
- Year 1 and Year 2 pupils and staff to the corridor by the offices (all doors to the offices and staffroom to be closed)
- Office staff should remain in their office if safe to do so otherwise proceed to the office corridor, bringing the phones.

Staff and pupils remain in lock down until it has been lifted by a senior member of school staff/emergency services. At any point during the lockdown, the fire alarm may sound which is a cue to evacuate the building.

During the lockdown, staff will keep agreed lines of communication open but not make unnecessary calls.

Please note

- Head teacher or Senior teacher is the lockdown manager (in their absence this role is covered by a teacher) – who will initiate, manage and conclude lockdown
- Staff should remain calm and encourage children to remain calm
- Communication should be made with Emergency Services as soon as possible
- Children must not be released to parents during lockdown
- Fire alarm should be used if building needs to be evacuated
- Plans should be in place for any children with disability that might affect them following this procedure
- This plan applies to all staff and volunteers
- A practice should take place at least once a year

Policy Review

As part of Polesden Lacey Playschool monitoring of locking down this policy will be subject to periodic review.

Policy adopted by: Ellie Pragnell (Chair), Caroline O'Leary (Manager)

Date: September 24

Policy Review Date: September 25