

### **Emergency/Lockdown Procedure – Includes responding to an emergency when off site**

We are committed to providing a secure environment, where children and parents feel secure and are kept safe. All adults in our setting recognise that safeguarding is everyone's responsibility irrespective of the role they undertake or whether their role has direct contact or responsibility for children or not.

### **Protective Procedures – Full Lockdown / Partial Lockdown**

On very rare occasions it may be necessary to seal off the Pre-school so that it is not able to be entered from the outside. This will ensure that pupils, staff and visitors are safe in situations where there is a hazard in the Pre-school grounds or in the close proximity of the grounds. Depending on the severity of the threat the Manager will make the decision to go into *Full Lockdown* or *Partial Lockdown*. In most situations, its likely *Full Lockdown* protocol will be followed in the first instance then changed to *Partial Lockdown* and then the All Clear will be given as and when appropriate.

Below is a non-exhaustive list of circumstances in which a full lockdown may be implemented:

- Advice is given by the emergency services that a full lockdown is necessary
- A reported incident or civil disturbance in the local community which potentially poses an immediate risk to the Pre-school community – this could include a terrorist attack
- An intruder is on the Pre-school site with the potential to pose a risk to pupils, staff and visitors
- A warning being received regarding a local risk of air pollution (e.g. smoke plume, gas cloud)
- A major fire in the vicinity of the school
- The close proximity of a dangerous animal roaming loose

### **DURING FULL LOCK DOWN NOBODY IS PERMITTED TO ENTER OR LEAVE THE BUILDING AS THIS MAY PUT THEM IN IMMINENT DANGER**

#### **Notification of and action during Full Lockdown**

A senior member of staff, normally the Manager, will inform staff by stating 'ATTENTION – FULL LOCK DOWN'. If safe to do so the manager must also access the Lockdown folder which is stored in the locked filing cabinet in the office and contains: posters for the front door informing parents and visitors the pre-school is in Lock down along with a copy of this policy.

Upon hearing the lockdown signal, if it is safe to do so:

- All children must remain in their rooms and the staff will ensure the windows and doors are locked and blinds are drawn. Where possible children are positioned away from possible sightlines from external windows/doors.
- Lights and computer monitors are to be turned off.
- If any children and staff are in the front or rear garden, they must return back to their play room as quickly as possible and lock all outside doors.
- If any children or staff are not accounted for in any room, the Manager must be informed immediately in person if possible or by phoning the office.
- Staff must endeavour to support children in keeping calm and quiet.
- Children needing to use the toilet may do so under close supervision of a member of Pre-school staff if it is deemed safe to do so.
- Staff and children to remain in *Full Lockdown* position until informed by the Manager on site that there is an all clear or we are moving to *Partial Lock Down*
- INDIVIDUAL STAFF SHOULD NOT SIGN OUT OR LEAVE THE PREMISES DURING FULL LOCKDOWN WITHOUT PRIOR AGREEMENT OF THE MANAGER.

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- If Full Lockdown was to continue beyond the normal working hours of an individual staff member or the opening hours of the Pre-school, staff would be required to stay on site for their own safety and the safety of the children
- Both Locks on the Front porch door should be Locked and secured by a member of staff
- The Fire exit at the bottom of the back stair case should be locked by a member of staff
- The exit into the rear Garden should be locked by an Ark member of staff

Below is a non-exhaustive list of circumstances in which a Partial Lockdown may be implemented.

- Following a Full Lockdown and advice from emergency services or decision from the Manager that Full Lockdown can be lifted
- In circumstances where the Manager determines a Lockdown is required but the circumstances are not sufficiently serious enough to warrant a full lockdown.
- Following a reported incident or civil disturbance in the local community which potentially posed an immediate risk to the Pre-school community – this could include a terrorist attack
- Following an intruder on the school site with the potential to pose a risk to pupils, staff and visitors.
- Following a major fire in the vicinity of the school.
- Following the close proximity of a dangerous animal roaming loose.

### **Action during a Partial Lockdown**

A senior member of staff, normally the Manager, will inform staff by stating 'ATTENTION – PARTIAL LOCK DOWN'.

- Upon hearing the Partial Lockdown signal all children must remain in their rooms and the staff will ensure the windows and doors are locked and blinds are drawn where possible and children are positioned away from possible sightlines from external windows/doors. Lights and computer monitors can remain on.
- If any children and staff are in the front or rear garden, they must return the children back to their play room as quickly as possible and lock all outside doors
- If any children or staff are not accounted for in any room, the Manager must be informed immediately in person if possible or by phoning the office
- Staff must endeavour to support children in keeping calm and quiet
- Staff and children should remain in *Partial Lock Down* position until informed by the Manager on site that the situation is changed to All Clear
- During Partial Lockdown known parents, carers or carers with the appropriate password can collect their children. The door should be opened and supervised by a senior member of staff
- Staff are not permitted to leave the site during partial Lock down unless agreed by the Manager and appropriate staff : child ratios can be maintained
- Both Locks on the Front porch door should be locked and secured by a member of staff
- The Fire exit at the bottom of the back stair case should be locked by a member of staff
- The exit into the rear Garden should be locked by a member of staff

### **Action when Children and staff are off-site on a trip, visit or at outdoor learning sessions when Lock Down procedure is in place**

- If Full Lockdown is declared at the Pre-school and a group of children is off-site, the group should be contacted at early as possible and informed
- The group should not return to the Pre-school until the Full Lock down declaration is lifted as this may put them in danger
- Upon being contacted by the Pre-school – the group leader will take charge and make a sensible decision based entirely on the safety of the children and staff. Calm and clear thinking will be required
- In every risk assessment for offsite activities, an assessment should be made on what actions will be taken if Full Lockdown is declared at the Pre-school. As a general rule, the group should convene and remain in safe public building and follow the protocol and procedures of that building/organisation if appropriate
- If necessary and appropriate, the lead member of staff with the group should contact parents directly

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- In certain circumstances, children may be permitted to be collected by their parents from the location of the trip. This can be arranged by the lead member of staff in consultation with the Manager via telephone (see collection policy)

#### **Action when an Emergency situation is declared at the location of a trip, visit or outdoor learning sessions**

- On occasions the Pre-school will visit areas that could be higher risk of a terrorist attack. These areas may include Bristol City Centre and attractions local to the Pre-school
- A contingency should be made for this type of event in all off site risk assessments
- The Company Directors should monitor the MI5 Terrorist attack threat level prior to any off site trip. If the threat level is at Critical (an attack is imminent) the viability of the trip should be closely reviewed with the safety of the staff and children at the heart of the decision
- Staff will be informed and trained on the principle of RUN, HIDE, TELL as recommended by the National Police Chiefs Council (NPCC)
- With children to supervise, running may be difficult or impossible so staff decisions and risk assessments should put emphasis on HIDE and TELL
- Staff and children should follow the instructions of the emergency services and follow the protocols and procedures of the building they are in
- If visiting prominent landmarks, eg Cathedral, their own risk assessment should be closely scrutinised and shared with staff prior to the trip
- When possible, the trip leader should contact the Pre-school who in turn will contact parents

#### **Communication with parents**

- The staff in the Pre-school and parents must be aware that in the event of a large scale incident, phone lines, internet availability and mobile phone signal may be limited and so regular lines of communication may not be accessible
- If necessary, and possible, parents will be notified of the Full Lockdown or Partial Lockdown as soon as it is practical to do so via Family/telephone. If safe to do so, a sign will be put on the front door telling parents we are in FULL LOCK DOWN or PARTIAL LOCKDOWN as appropriate. This will include information about the Pre-schools' policy
- During Full Lockdown children will not be released to parents
- In the event of a Full Lockdown or Partial Lockdown parents are asked not to telephone the Pre-school as this may tie up emergency lines.
- If the end of the day is extended due to the lock down, parents will be notified and will receive information about the time and place children can be picked up from.

#### **Lock down practices**

Lock down practices will take place a minimum of once a year but will be conducted in a way that ensures staff are familiar with the procedure without upsetting the children. Monitoring of practices will take place and debriefed to staff so improvements can be made.

To check the current status on terrorism alert levels, go to the MI5 website: [www.mi5.gov.uk/threat-levels](http://www.mi5.gov.uk/threat-levels)