



Ferring Funtime Community Pre-school

Emergency Lockdown Procedures Policy

Ferring Funtime Community Pre-school recognises the potentially serious risk to children, staff and visitor in emergency and 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.

A lockdown will be initiated by a member of staff blowing the whistle to gather all the children together and take them inside the building as quickly as possible. The setting manager or supervisor will immediately call 999 and if appropriate the chairperson.

Lockdown Procedure

Staff will move the children out of sight to the children's toilets and close the door taking the pre-school mobile phone and register.

The manager/supervisor will complete a headcount of children whilst a Senior Practitioner quickly checks the premises for any other children.

Staff will secure all windows and doors and close the blinds in the main room.

Everyone will remain out of sight until further instructions are received from the emergency services.

The staff will attempt to keep the children as quite and calm as possible until the dangerous situation is over.

Once the danger has passed.

When we are completely sure that the danger is over, we will leave our safe place and continue our activities as far as possible.

The preschool will contact the parents/carers and the chairperson (if not already contacted), to inform them of the incident. Records will be made of the event and actions taken will be recorded in our incident book. Ofsted and Early years will be informed within 24 hours of the incident occurring.

This policy was updated and adopted on.....10th October 2019.....

To be reviewed by October 2020

Signed on behalf of the pre-school *S. Thwaites* Chair

..... *S. Cooper* Manager