

## **LOCK DOWN PROCEDURE**

This procedure aims to minimise disruption to the learning and play environment whilst ensuring the safety of all children and adults. The lockdown procedure may be activated in response to any number of situations, but some of the more typical might be:

Possible situations in which you might apply a lockdown procedure include:

- A reported incident or disturbance in the local community (with the potential to pose a risk to children and adults in the setting)
- An intruder on site (with the potential to pose a risk to children and adults in the setting) Civil unrest (eg rioting, hostile demonstration)
- A warning being received regarding an environmental risk locally, of air pollution (smoke plume, gas cloud etc.)
- Attempted abduction (whether by an estranged parent or stranger)
- A major fire in the vicinity of the setting Major incident in immediate vicinity (e.g. car / plane crash etc)
- The close proximity of a dangerous animal (e.g. dogs, bees, etc)

The setting's lockdown procedures should be familiar to all staff and volunteers. A lock down drill should be undertaken at least once a year in an organised and calm manner.

## **Partial Lockdown**

A partial lockdown is a precaution aimed to keep children and staff safe while remaining indoors. This may be as a result of a reported incident / civil disturbance in the local community with the potential to pose a risk to children and staff in the setting. 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. No one should be allowed to enter or leave the Parish Hall; however the setting can continue as usual.

## **Procedure for a Partial Lockdown**

1. All outside activity to cease immediately. Sound the alarm: shout 'RED RED RED' three times/Use the walkie-talkies
2. Get all children and staff indoors without delay. Deputy Play Leader to secure all external doors and windows.
3. All staff and children should remain in the Parish Hall and external doors and windows should be locked.
4. Free movement may be permitted within the Parish Hall (Club setting), dependent upon circumstances.

5. In the event of an air pollution or chemical, biological or radiological contaminants issue, air vents, fans, heating and air conditioning systems should be closed or turned off. Seal up all the cracks around doors and any vents into the room – aim to minimise possible access points of pollutants.

### **Full Lockdown**

This signifies an immediate threat to the setting and may be an escalation of a partial lockdown. The aim of a full lockdown is for the setting and its rooms to appear empty.

### **Children in Playground**

1. All outside activity to cease immediately. Sound the alarm: *shout 'RED RED RED' three times/use the walkie talkie.*
2. Get all children and staff indoors without delay. Determine whether it is safe to walk through playground or go into the School.
3. Once in the Parish Hall, the Deputy Play Leader should secure all external doors and windows.
4. A register be taken of all children to ascertain if any children are not accounted for (and instigate an immediate search for any missing children).
5. Alert the School Reception staff and emergency services. (Reception: **01223 712148**).
6. Keep the children away from windows and doors and out of line of sight from outside, for example on the floor or under tables (depending on the nature of the threat).
7. The Playleader should contact Management Committee and parents or nominate another Playworker to do so. The emergency contact details of the parents should be held on the Club's mobile phone, allowing one text to be sent to everyone simultaneously.
8. Do not leave safe areas until told to do so by Emergency Services.

**Remain calm and reduce anxiety and panic for  
children, other staff and parents**

## **Communication and the Role of Parents**

Parents should be notified as soon as it is practicable to do so via the setting's established communications system.

Parents should:

- NOT contact the setting during lock down as this could block telephone lines that are needed for contacting emergency services
- NOT come to the setting during lockdown as this may place themselves and others in danger.
- WAIT for the setting to contact them about when it is safe for them to come and collect their child.

## **After the Lockdown Has Occurred**

1. An email or letter should be sent to parents as soon as possible following any serious incident to inform parents of context of lockdown.
2. Following the need for lockdown, the setting management should create a full record of the event. Policies and procedures should be reviewed as soon as possible to identify any areas for potential development.
3. A notification of any significant incident must be made to Ofsted within 14 days (preferably as soon as possible after the incident).

Office Use only:

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Signed: \_\_\_\_\_ Role: \_\_\_\_\_  
Date: \_\_\_\_\_

This policy was reviewed on:

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