

Lock Down Policy

Waltham Pre-school will take all reasonable steps to ensure the safety of children, staff and others on the premises, in the event of an emergency, requiring a full lock down. We will use the lock down procedure when the safety of the children, staff and others on the premises are at risk and we are better placed inside the current building, with doors and windows locked and blinds/curtains drawn.

We will activate this emergency procedure in response to a number of situations, but some of the more typical might be:

- A report incident or disturbance in the local community (with potential to pose a risk to staff and children in the school/pre-school).
- An intruder on the school/pre-school site (with potential to pose a risk to staff and children/staff in school/pre-school).
- A warning being received regarding a risk locally, of air pollution (smoke plumes, gas cloud etc.).
- A major fire or explosion in the vicinity of the pre-school – as long as it is safer staying in the premises than leaving.

The management team will:

- Contact the pre-school in person (only if safe to do so) or telephone.
- All individuals (including children) will remain in the area they are in, if safe to do so.
- If the children are outside, staff are to promptly and calmly direct children into the school/pre-school building, if this will not endanger them.
- Staff will make efforts to close and lock doors wherever safe to do so.
- All individuals will keep away from the windows and doors and children will be occupied in the centre of the room so they are not placed at risk or are able to see any situation developing outside.
- The manager/person in charge will ensure all children, staff and visitors are accounted for and keep up to date with the current situation.
- The manager/person in charge will manage the situation dependant the information available.
- If the pre-school is in immediate danger of an intruder, the police will be called as a matter of urgency.
- In other cases where the situation has been alerted by the police or local area authority then the pre-school will await further instructions.
- Once the all clear has been given externally the manager/person in charge will issue the all clear internally.

After this time the staff will try to return to normal practice to reduce upset and disruption.

Any children showing worries or concerns will have one to one time with their key person to talk about these.

Parents will be informed about the situation at the earliest safest opportunity and will be kept updated when the information changes.

After the event a post-incident evaluation will be conducted to ensure that each child and staff member was supported fully and the procedure went as planned. Ofsted will be informed as appropriate.

Data will be processed to be in line with the requirements and protections set out in the UK General Data Protection Regulation.