

## **Lock Down Policy and Procedure**

### **Aim**

As part of our Health and Safety policies and procedures, School's Out Henleaze has a Lockdown Policy and Procedure. On very rare occasions it may be necessary to seal off the premises so that it is not accessible from the outside. This will ensure that children, staff and visitors are safe in situations where there is a hazard in the grounds or outside in the near vicinity.

A lockdown will be implemented when there are serious security risks of the premises due to, for example, near-by chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons intent in causing harm/damage.

### **Policy**

In order for lockdown procedures to run smoothly and help ensure the safety of all children and adults, we will:

- Carry out and regularly review risk assessments associated with lockdown.
- Make staff aware of any associated risks and ensure they receive appropriate training for lockdown and understand their responsibilities within this. Key roles will be allocated to staff.
- Carry out lockdown procedure drills, at least twice a year.
- Display the procedure on the notice board and other key locations.

### **Notification of Lockdown**

The signal that the Lockdown Procedure is to be followed is 3 short blasts on a whistle, ensuring that the signal cannot be confused with a fire evacuation.

### **Procedure**

- On discovering a hazard or being informed that lockdown needs to happen, activate the signal.
- One member of staff to call the police and/or other emergency services as necessary and follow their advice.
- If outside: staff to usher the children inside the building. If it is unsafe to do this, an alternative must be communicated. One member of staff to check all areas to ensure no-one is left outside.

- On entering, all external doors to be closed and locked.
- If inside: keep children, staff and visitors indoors, in an area that is considered safe (this will vary depending on the reasons for lockdown). Staff to close/lock windows and doors. Position children away from possible sightlines and hazards and pull curtains/blinds. Lights, smart boards and computer monitors may need to be turned off.
- If there is smoke or fumes, turn off ventilation fans etc.
- Conduct a roll call to ensure all children are safely inside. Advise the Manager of any unaccounted for children. A member of staff to check all inside areas for children not present, if safe to do so.
- Staff to support children in keeping calm and quiet and ensure that nobody moves around.
- Everyone must remain in lockdown until informed otherwise by the Manager.

### **Communication with Parents**

- If necessary, parents will be notified as soon as it is practical to do so via phone/text/email (delete as appropriate), taking advice from the police as appropriate.
- Depending on the type and severity of the incident, parents might be asked NOT to collect their child/ren as this might put them at risk.
- Children will not be allowed to go home during a lock down.
- Parents will be asked not to contact the setting as this may tie up emergency lines.
- If the lock down carries on past the end of the session, parents will be notified and given information about the time and place children can be picked up from.