



General Safeguarding and Welfare Requirement

8.10 Emergency Lockdown Procedure

Policy statement

We recognise the potentially serious risks to children, staff and visitors in an emergency or harmful situation. A lockdown may take place where there is a perceived risk of threat to the pre-school, its' staff, children, visitors or property.

Procedures

- A lockdown will be initiated by a member of staff shouting "LOCKDOWN", everyone is to stay where they are. The manager/deputy manager will call the teachers/children outside to come into the property immediately. Should the incident be inside the church and it deemed unsafe for the children to enter the foyer these children should be taken to our emergency evacuation area.
- The Manager or Deputy will immediately call 999 and if possible the Group Manager/Owner and the Church's emergency contact.
- Deputy will complete a head count of children.
- Any teachers/children in the concourse or the toilet area must go to the nearest classroom.
- If teachers/children in the toilet area, they should move to a stall, lock it and stand on the toilet.
- Staff and children will remain inside the main room and close and lock all doors and windows to the pre-school. Lights are turned out.
- If possible, the church will also be locked by the manager/deputy.
- Children are to be kept out of sight e.g. under tables until further instructions are received from the emergency services.
- Staff should remain on the floor out of sight with the children so that movement is limited and cannot be seen through windows.
- The staff will attempt to keep the children as quiet and calm as possible until the dangerous situation is over.
- Manager/Deputy manager will signal when the lockdown has lifted.
- Once the danger has passed and we are completely sure that the danger is over, we will leave our safe place and continue our activities as far as possible.



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- The Group leader will phone the parents/carers and the owner (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 adopted at a staff meeting of Orpington Montessori Preschool in November 2018.

On behalf of Orpington Montessori – Cima Shahroudi

Role – Group Manager

Date of Review: October/November 2019 or earlier if required.