



Lock Down Procedure

Upon alert to lockdown

Stay calm.

Manager/Leader to assess the likelihood of immediate danger.

Stay in the room you are working in, gather everyone from outside, secure all doors and windows and await further instructions.

Close curtains and blinds where possible.

Stay away from windows and doors.

Collect mobile/landline phone and children's/staff's contact details/water from the fridge.

We may need to use the children's toilets and or the corner near the office for a secure place away from main windows/doors.

Stay low and keep calm,

Tune into a local radio station for more information, if possible (use app on mobile/Harborough FM).

Do NOT make non-essential calls on mobile phones or landlines, keep the lines clear.

If the fire alarm is activated, remain where you are and await further instructions from emergency services unless the fire is in your building/area. In which case, move to the next room/area/move outside to find a safe place, following your usual fire procedures. In a 'Lockdown Procedure we should make the best exit as possible to try and stay as safe as possible.

When convenient send alert message to all parent/carers (in 'notes' on mobile), (**Code Red/Lockdown**).

If you cannot get contact via phone message, use social media to inform parents.

Alert the school using the mobile.

Be alert

Do NOT open the door once it has been secured until you are officially advised 'all clear' or are certain it is emergency services at the door.

Do NOT travel down long corridors.

Do NOT assemble in large open areas.

Do NOT call 999 again unless you have immediate concern for your safety, the safety of others, or feel you have critical information.

Following the lockdown

Co-operate with the emergency services to help in an orderly evacuation.

Ensure you have the Register and children's emergency details with you.

Any staff or children who have witnessed an attack or incident will need to tell the police what they saw. (this may differ for our children, due to their age)

The police may require other individuals to remain available for questioning.

Managing parents

In the event of an incident it is inevitable parents will want to come to the setting and collect their children immediately.

They must be discouraged from doing so, until the emergency services give the all clear.

Even then, depending on the severity and type of incident, children may need to be checked by medical teams or questioned by the police.

It must be made absolutely clear to parents that you will be acting on the advice of the emergency services at all times, **DO NOT** take advice from the parents.

Threat levels

Threat levels are designed to give a broad indication of the likelihood of a terrorist attack.

LOW means an attack is unlikely.

MODERATE means an attack is possible but not likely.

SUBSTANTIAL means an attack is a strong possibility.

SEVERE means an attack is highly likely.

CRITICAL means an attack is expected imminently.

Members of the public should always remain alert to the danger of terrorism and **report any suspicious activity to the police on 999 or the anti-terrorist hotline: 0800 789 321.**

For non-emergency calls to the police, call 101.

I have read & understood this lockdown procedure adapted by Ullesthorpe Pre-School and understand that Safeguarding is the responsibility of all staff & committee members.

This policy was adopted by: Ullesthorpe Pre-school			
On	5 th May 2021	Date to be reviewed:	April 2022
Signed on behalf of the provider		Name of signatory	
Role of signatory (e.g., chair/director)			

Designation	Name	Signature	Date
Manager			
Deputy Manager			
Nursery Nurse			
Nursery Nurse			
Secretary			
Treasurer			
Member			
Member			
Member			