



We demonstrate tolerance and respect through child-led play

Lockdown Policy

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Lockdown Policy

1 Scope & Purpose

- 1.1 To ensure the health and safety of the children and adults at playgroup in the event of playgroup receiving a threat either from an intruder outside the building or an intruder who enters the building and exhibits threatening behaviour.

2 Outline

- 2.1 On very rare occasions it may be necessary to seal off the playgroup so that it is not able to be entered from the outside. This will ensure that children, staff, committee members and visitors are safe in situations where there is a hazard in the playgroup grounds or outside the playgroup in the near vicinity.
- 2.2 A lockdown is implemented when there is serious security risks to the premises due to, for example, near-by chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised individuals intent in causing harm/damage.
- 2.3 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.
- 2.4 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.**
- 2.5 NaCTSO (National Counter Terrorism Security Office) ****Guidance****
In January 2016, NaCTSO provided the following advice to leaders of educational establishments for reviewing protective security:
'Bomb threats: Procedures for handling bomb threats
Most bomb threats are made over the phone and the overwhelming majority are hoaxes, made with the intent of causing alarm and disruption. Any hoax is a crime and, no matter how ridiculous or unconvincing, must be reported to the police.
Be alert, but not alarmed! On receipt of a "bomb threat" - Dial 999 and police will respond. You should always consider their advice before a decision is taken to close or evacuate.'

3 Procedure in the event of Lockdown

- 3.1 Staff will be notified lock down procedures are to immediately take place on hearing a whistle and 'ATTENTION LOCKDOWN' from rooms and outdoor area.
- 3.2 These signals will activate a process of children being ushered into the building if in the outdoor area as quickly as possible and the locking of the playgroups offices, connecting doors and all outside doors where it is possible to remain safe.
- 3.3 At the given signal the children remain in the room they are in and the staff will ensure the



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windows and doors are closed/locked, screened where possible and children are positioned away from possible sightlines from external windows/doors.

- 3.4 Lights will be turned off.
- 3.5 Children or staff not in a room for any reason will proceed to the nearest occupied room and remain with that staff member in that room e.g. children using opposite room to their base room.
- 3.6 Staff should use the walkie talkies to notify the Manager that they have entered lock down and if there are children not accounted for.
- 3.7 Staff to use room walkie talkies to communicate between rooms to ensure all staff and children are accounted for. **NO ONE SHOULD MOVE ABOUT THE PLAYGROUP.**
- 3.8 Staff to support children in keeping calm and quiet.
- 3.9 Staff to remain in lockdown positions until informed by management in person that there is an all clear.
- 3.1 As soon as possible after the lockdown staff and children return to their base rooms and take the register. They should notify the manager immediately of any children not accounted for.

4 Staff Roles

- 4.1 Administration staff ensure that their office(s) are locked and police called if necessary.
- 4.2 Manager or Administration staff member locks the playgroup's front doors and entrances.
- 4.3 Staff close door(s) and windows. Nearest adult to check exit doors and outdoor classroom doors are locked.
- 4.4 Room leaders/Manager to ensure they have walkie talkies.
- 4.5 **INDIVIDUAL STAFF CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCKDOWN.**
- 4.6 Staff will discuss lockdown procedure at every staff meeting.
- 4.7 Lock down practices will take place a minimum of once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and debriefed to staff so improvements can be made.

5 Communication with parents

- 5.1 If necessary parents will be notified as soon as it is practical to do so via the playgroup's established communication network, e.g. website/email/telephone.
- 5.2 **Suggested wording for message to parents:**
"Due to an incident we have been advised by the emergency services to secure the premises and stay put until we are given the 'all clear'. Please do not attempt to collect your child until it is safe to do so. We will let you know as soon as we are able when that is likely to be. In the meantime, we need to keep our telephone lines clear and would appreciate your cooperation in not calling unless it is absolutely vital that you speak to us."
- 5.3 Depending on the type and severity of the incident, parents may be asked NOT to collect their children from playgroup as it may put them and their child at risk.
- 5.4 Children will not be released to parents during a lock down.
- 5.5 Parents will be asked not to call playgroup as this may tie up emergency lines.
- 5.6 If the end of the day is extended due to the lock down, parents will be notified and will receive information about the time and place children can be picked up from administration staff or



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emergency services.

- 5.7** A letter to parents will be sent home on the nearest possible day following any serious incident to inform parents of context of lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

This policy was adopted by Croft Playgroup

Signed on behalf of the Croft Playgroup

Croft Playgroup Committee

Croft Playgroup Manager

Print Name: Katherine Chan

Print Name: Michelle Barrow, Helen Dearlove

Signed.....

Signed.....

Dated.....

Dated.....

Date policy to be reviewed: January 2024 or earlier if required