



Preschool and Daycare

<http://www.buildingblockspreschool.co.uk>

*'Where Play is a learning experience'*



## Statement

There may be situations when a threat from outside of the setting requires us to go into an emergency lockdown rather than evacuating the building to ensure the safety of all those on the premises at the time. Such threats may come from:

- Industrial accidents;
- Chemical and/or radiological incidents;
- Terrorist threat and/or attack;
- Intruder in the grounds of the setting..

This list is not exhaustive and during any incident which may affect the safety of the children and staff of {Building Blocks Preschool and Daycare Ltd.} we will follow the direction and advice of the emergency services leading the incident.

## Procedure

We use a code word to clearly identify that an emergency lockdown procedure is required. In our setting this code word is {LOCK}. This word is known to all staff, volunteers and students and the following procedure will be implemented:

- We will follow the guidance of the relevant emergency services and take direction from them at all times. The manager and/or senior person on the premises will be the point of contact and liaise with the emergency services.
- All doors and windows will be locked and where available curtains or blinds drawn.
- Where possible we will continue with normal activities so as not to alarm the children.
- Depending on the expected time period of the lockdown it may be necessary for us to inform children that they will be staying at the setting for longer than normal. This will be done sensitively and in age appropriate way with children receiving the support of their key person.
- If necessary other parts of the building, such as rooms which face away from the incident, may be used to protect the safety of children and staff.
- Ignition sources and ventilation systems will be switched off.

- The manager and/or senior person on the premises at the time will discuss and put into action an agreed plan based on the information available from the emergency services.
- In extreme circumstances it will be possible for us to provide overnight care.

### Communication with parents

Any emergency situation which requires us to lockdown rather than evacuate will understandably be a frightening time for parents and guardians and therefore communication with them is paramount. In a lock down situation we will do this via mobile telephone if safe to do so. If not safe, and in agreement with the emergency services, we may use other forms of electronic communication such as email or social media sites to communicate with parents/guardians.

- Parents/guardians will be informed that we are in lockdown and reassured that their child(ren) is safe.
- Where possible we will inform them of the expected time period of the lockdown, information that is available to us from the emergency services and our plans.
- Parents will be kept informed of the current position at agreed periods relevant to the situation. Parents are asked not to call the setting as this could jam telephone lines meaning we miss vital information from the emergency services and as it will also take staff away from caring for the children.
- Parents are requested not to attempt to collect their child as to do so may put increase strain on the emergency services or themselves at risk.
- Once the all clear has been given or the emergency services inform us to evacuate to a safe area parents will be contacted to collect their children.
- In situations where we are unable to communicate directly with parents/guardians the advice is to tune to local radio for information or to contact incident helplines which are set up.

When any danger has subsided the incident will be recorded in our major incident record. Details of the incident, the staff and children involved and the action taken will be recorded. If necessary the incident will be reported to Ofsted and other relevant agencies as required.