



Lock Down Procedure

'If a trespasser threatens the premises and anyone within them the site 'Lock Down procedure should be activated'

1. A member of staff will blow the whistle to indicate a clear unambiguous signal which will alert all staff to a Lockdown, while at the same time not necessarily agitating the trespasser, if that is the nature of the alert.
2. The Supervisor or nominated member of staff will contact Emergency Services to report the incident.
3. Children who are outside will be asked to go inside the building to the kitchen area.
4. Children who are inside the building will be asked to go to the kitchen area.
5. A headcount will be carried out to confirm all children and adults are present.
6. The Supervisor will collect the emergency contact folder, the laptop, a mobile phone and the telephone from the office.
7. The sliding door to the main room will be closed and all children will be supervised in the kitchen area until the incident has been resolved.
8. All doors, windows and gates will be locked, and if appropriate blinds will be closed.
9. Parents/carers will be asked not to ring the pre-school telephone as phone lines must remain open so the pre-school can stay in contact with the emergency services.
10. Parents/carers will be contacted by email and/or text message to inform them of Lock Down.
11. Parents/carers will be asked not to come to the premises until they have received confirmation that the incident has concluded.
12. Staff will entertain children in the kitchen area with ipads, books and colouring pens and paper which are stored in the bathroom area.
13. Staff will await further instructions or confirmation that the incident has concluded.