

Response Procedure NO 3 – Lockdown

This procedure describes the actions we would take to ensure the safety of the children, parents and staff in response to a local threat or emergency situation which may result in the setting being put into lockdown.

Staff will rehearse the lockdown procedure and use age appropriate activities to prepare the children for the situation. Lockdown rehearsals will be recorded in the diary.

1. If an emergency happens the Supervisor must act quickly to assess the immediate danger. In most cases the assumption should be that it is safer to stay put until the emergency services arrive. As soon as the emergency services arrive it is essential staff comply with instructions at all times.
2. Staff may find it helpful to use a recognised signal to alert everyone throughout the setting for example “SAFEGUARD”.
3. When contacting the Emergency services:
 - Ring 999 and request the Police service
 - Give the Pavilion postcode **S32 2JN**
 - Provide a description of the situation/intruder
4. Upon alert to lockdown
 - Stay calm
 - Secure all doors and windows.
 - Close all curtains.
 - Stay away from doors and windows.
 - Stay low and keep the children calm.
 - Do NOT open the door once it has been secured until you are officially advised “all clear” or you are certain it is the emergency services at the door.
 - Do not make non-essential calls.
 - Do not call 999 again unless you have immediate concerns for your safety, the safety of others or feel you have critical information.
 - If situation requires urgent assistance gain attention/help ASAP (an example of this in Annex A is setting off the fire alarm; often intruders can be scared off by noise)
 - Trust your instincts, if you feel uneasy about a situation, do not hesitate to action the policy, it is far better to be cautious, than to act when it is too late.

5. Following the lockdown

- Co-operate with emergency services to help in an orderly evacuation.
- Ensure you have the register and children’s details with you.
- Any staff or children who have witnessed an attack or incident will need to tell the police what they saw.
- The police may require other individuals to remain available for questioning.

6. 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 police.
- It must be made absolutely clear to parents that you will be acting on the advice of the emergency services at all times.
- With regard to getting information to parents during lockdown, you should use the existing systems in place for sending group messages, such as social media, text, emails. Discourage parents from ringing you directly for further updates during lockdown, it will be vital phone lines remain clear.
- A text message should be sent out to parents advising them of the situation (suggested wording):
“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 children 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”.

7. Annex A explains actions for dealing with a potentially dangerous person who:

- Approaches the playgroup whilst they are outside
- Is seen on the playing field during a playgroup session
- Is seen around the pavilion during a playgroup session
- Attempts to gain entry to the pavilion during a playgroup session

After an event requiring any of the actions described in this procedure, the incident should be logged and reported as necessary.

This procedure was adopted at a meeting of Grindleford and Eyam Playgroup

Held on:

Date to be reviewed:

Signed on behalf of the committee:

Name of signatory:

Role of signatory:

All staff, volunteers and committee members will sign to indicate they have read, understood and agreed with the above policy.