

Coniston Early Years Centre Policy Document

Safeguarding and Welfare Requirement: Child Protection

Providers must have and implement a policy, and procedures to safeguard children.

Coniston Early
Years Centre



High Quality Care for All Children
A Firm Foundation for Education

1.9 Emergency Lockdown Policy

Policy Statement.

Sadly due to events around the globe relating to actual acts of terrorism as well as the threat of further acts it is necessary to have a Lockdown Policy in place to ensure we take appropriate action if such an event should occur. It is important that we as a staff team and you as parents are alert to these threats but not alarmed by them. If we can be alert to and ready to deal with such threats or actual acts of terrorism then we will be in the best possible position to safeguard your children, the staff, yourselves and our neighbours.

What is a Lockdown?

A Lockdown is implemented when there is a serious security risk such as a violent or armed intruder, threat of attack from other sources such as bombs or vehicles being used to harm or injure people. The initiating threat can be either internal or external to the building.

How will you know we are in a Lockdown situation?

Parents/carers will be notified that we are in a state of Lockdown by one of the following methods;

- **As no two situations will be the same it is impossible to say just how you will be notified and by whom but rest assured we will do our utmost to ensure the speediest and most efficient form of notification is employed.**
- Text message to your email or registered mobile phone. **PLEASE NOTE it is vital that we have up to date phone numbers and email addresses for all parents for use in these types of situations.**
- Public Announcement (PA) broadcast - this may occur depending on circumstances and situation and would be up to the local authority to organise.
- Personal notification by a member of staff or other organisation such as Police force or security forces.

Lockdown Procedure.

- Our Lockdown Procedure will cover the whole building, there will be no exceptions to this. We accept that in such an event your first instinct will be to try to collect your child but in no circumstances should you attempt to do this as it will result in you putting yourself and others in great danger.

- All entry/exit points will be secured and will not be unlocked until we have received official notification from government sources that the threat has been removed or is no longer present.
- All staff will be notified a Lockdown needs to take place and they will immediately put the agreed procedures into place. Our code word for Lockdown will be agreed amongst the staff team and will be something that instantly communicates the severity of the situation but that does not cause alarm to the children.
- Children will also be notified in an appropriate way that we need to make ourselves safe.
- As per our current Fire Drill procedures the mobile phone, register and emergency first aid kit will all be collected by the member of staff nearest to where these are located and taken to the designated place of safety with the children and adults.
- We will immediately move all adults and children to the room which has been designated as a safe place in such circumstances, for us this will be the middle room as it has no windows and the doors are able to be barricaded in a relatively swift and strong manner. Lights will be turned off or reduced to a minimum.
- All children and staff will be encouraged to remain out of sight and as quiet as possible to reduce the risk of discovery by unwanted intruders.
- The mobile phone will be turned to silent.
- Staff will reassure children and help to keep them calm and quiet.
- No entry or exit will be permitted from the room until an official has given the all clear.
- We are aware that in such circumstances it may be several hours before we can be safely evacuated. This has influenced our choice of safe room as we are able to safely store some provisions in the large cupboard in the room (potty, water, and snacks that have a long use by date such as dried fruit etc) meaning we can remain safe in the room and provide for the children's needs in the meantime.

What if someone is injured?

- When and only if it is safe to do so the emergency services will be contacted on 999 and notified that we have an injured person who requires professional medical aid.

What to report?

When contacting the authorities the following information will be shared;

- Our specific location, and setting name.
- The number of children and adults subject to the Lockdown Procedure.
- If there are injured children/adults the number and type of injuries.
- Details of the threat if identified or details of assailant if they have been seen.
- The location and number of suspects if known.
- The direction of their location if known.
- Their clothing and description if known.

- Their identity if known.
- Any weapons, accessories or other suspicious items that have given rise to the need for a Lockdown situation.
- Any unusual or threatening sounds such as gunfire or explosion.

What we will do if a fire alarm sounds during Lockdown

- We **WILL NOT** respond normally in this instance as a fire alarm during a Lockdown Procedure may be a ploy by an armed intruder to create a situation in which people evacuate into their path.
- We will remain calm in our secure Lockdown area, and only if it is safe to do so will we attempt to verify the fire alarm activation with an on-site contact or directly with the emergency services.
- If and only if we are absolutely sure the fire alarm is genuine will we then follow our emergency procedure for a fire evacuation.

Other considerations we take in relation to a Lockdown procedure.

- Bomb Threats - most bomb threats are made over the phone and the overwhelming majority are hoaxes, made with the intent to cause alarm and disruption. Any hoax however is a crime and we have a duty no matter how ridiculous or unconvincing such a hoax may be to report it to the police. In such circumstances we will dial 999 and take advice from the police as to the steps we should take to keep everyone safe. The manager/other senior staff carry out daily checks of the premises before children and the majority of staff arrive. As part of these checks suspicious packages/items should be detected and would be dealt with accordingly with the relevant authorities being notified. **As parents we would ask you to be vigilant and notify staff of any suspicious packages/items/people that you encounter on or near our Pre School grounds so that the relevant and appropriate action can be taken.**
- Evacuation/Invacuation planning - we have considered the need to move children and staff away from danger/threat in a controlled way and we practice these procedures on a regular basis. We are aware that these plans may need to be adjusted according to the situation in which we find ourselves and would make the necessary changes accordingly.
- Stay safe - staff have been briefed in the Stay Safe principles of RUN HIDE TELL This briefing has been accessed via the following websites -
www.gov.uk/government/publications/recognising-the-terrorist-threat
 Stay Safe Film
www.gov.uk/government/publications/stay-safe-film
 Dynamic Lockdown Guidance
www.gov.uk/government/publications/developing-dynamic-lockdown-procedures

- Staff awareness and Security Culture - Staff have been briefed on how to recognise suspicious activity/situations and are vigilant in their awareness of the wider surroundings of the pre school. Also they have accessed the following;
Employee vigilance
www.cpni.gov.uk/advice/Personnel-security1/Employee-vigilance
www.gov.uk/government/publications/counter-terrorism-protective-security-advice-for-higher-and-further-education
Staff are aware of the procedures to follow should they suspect suspicious behaviour. Anti-Terrorist Hotline 0800 789321
- Preparedness - our first aid kits and essential items needed in an emergency are easily accessible.
- Physical Security - we maintain our secure door entry/exit systems through regular checks and codes are changed regularly to ensure they do not become known to persons who could enter the premises with the intent to cause harm.
- Mail handling - a threat can exist from items being delivered to the setting and staff are familiar with the procedures for dealing with suspicious deliveries.
www.cpni.gov.uk/advice/Physical-security/Screening/Mail-and-deliveries
- Further advice - this has been taken from the following;
www.gov.uk/guidance/emergencies-and-severe-weather-schools-and-early-years-settings