



36. LOCKDOWN POLICY & PROCEDURE

This policy details the actions Forest Row Pre-School will take in the event of an emergency requiring a lockdown.

A lockdown is implemented when there is serious security risks of the premises due to, for example, near-by chemical spillage, proximity of dangerous dogs, terrorist attack, bomb threat, abduction/ threatened abduction, serious weather conditions or attempted access by unauthorised persons intent in causing harm/damage.

In the event of this emergency, we will follow the procedure below:

- The Supervisor or Lead Practitioner for the day will instruct staff to remove children and themselves to our 'safe place'
- The Deputy Supervisor will collect the emergency evacuation folder, first aid kit and any emergency medication.
- The Supervisor will call 999 and perform a sweep of the building to ensure all persons have been removed to the safe place.
- Staff will do their best to keep children calm, quiet and comfortable.
- We will stay in our safe place until a false alarm has been determined or emergency services have made contact to release lockdown.
- If it is near a drop off or collection time, staff will endeavour to contact families via text. This text will read "Forest Row Pre-School are currently on lockdown, please do not attempt to collect. Please only contact us if imperative, this line needs to be kept free for contact with emergency services. You will be informed once lockdown has been stood down."
- If a lockdown has been enforced during the day, even a false alarm, this will be reported to all parents upon collection.
- Lockdown will not be released for the fire alarm, unless the fire is within our safe place.
- We will inform Ofsted within 24 hours of the end of a lockdown.

Our safe place is determined by the number of children present, as the building does not offer any rooms with no windows. We will remove to the large storage cupboard at the rear of the hall and the office with the least exposure to windows.

In the event of a bomb threat, we will contact the police for further advice and follow our emergency evacuation procedure if appropriate. Parents will be called and children will then be collected from the community centre as soon as possible.

Date Updated	Reviewed	Next Review
Introduced 06/10/17		October 2018

Chair of the Committee's signature: Supervisor's signature:

Deputy's signature: Date: