MC900057619[5]

Mucky Pups Pre-School

Lockdown procedure

Mucky Pups recognises the potentially serious risks to children, staff, students and visitors in emergency situations. A lockdown procedure should be seen as a sensible and proportionate response to any external or internal incident which may pose a potential threat to the safety of all in our setting. The procedures in this document aim to minimise any risk and ensure the safety of all.

The lockdown procedures may be activated in response to many situations which could potentially pose a threat to children, staff, students and visitors. This could include:

* Unauthorised persons within the grounds
* Attempted abduction of a child
* A warning being received regarding a nearby air pollution risk
* Nearby incident such as large fire or terrorist incident
* A dangerous animal (EG; a large dog) roaming lose within/near the setting
* Someone within the setting becoming a risk to others (EG; violent/threatening)

NB; Not all potential circumstances which may lead to a setting lockdown can be foreseen, it is important that our plans and actions are flexible and able to deal with an ever-changing risk or threat.

**Persons in charge**

Designated senior person: Jean Wills (Manager)

Deputy Designated senior person: Stephanie Simpson (Deputy Manager) & Joseph Wilcock (Nursery Teacher)

**Signals**

Signal for lockdown: Verbal instruction from management

Signal for all clear: Verbal instruction from designated/deputy senior person

**If the lock down signal is heard the following actions should be followed.**

**Initial action:**

1. Sound the lock down signal
2. Anyone outside of the building should be brought inside a quickly as possible.
3. All staff, Children, students and volunteers should enter the snug area as quickly as possible. Door to snug to be locked (Key will be hung on a hook on the door frame out of the reach of children)
4. The designated senior person will lock/secure all entrance and exit points to the building (EG; windows and doors) and close any blinds on windows. If possible, this person will take a colleague along to support.
5. Ensure that others take action to increase protection from attack

* Locking internal doors
* Blocking access points (EG; with furniture if needed)
* Encourage all to sit on the floor under a table of against a wall.
* Keep as quiet as possible
* Turn off the lights
* Stay away from windows and doors.

1. Senior designated person to dial ‘999’ and give as much information as possible.
2. Remain inside until the all clear has been given by senior designated person or told to evacuate by the emergency services.

**Secondary actions:**

1. Ensure a register is taken as soon as possible
2. Report any persons (adults or children) not accounted for to the senior designated person. If safe to do so senior designated person to check the rest of the building.
3. Senior designated person to try to gather as much information about the incident/risk/threat as possible. (without putting themselves or others at risk)
4. Senior designated person to ensure all staff/children are aware of exit point (In case an intruder does gain access)
5. Staff should at all times be reassuring and calming children.
6. Parents and carers should be notified of the incident as soon as possible and when it is safe to do so. NB; parents should be informed that under no circumstances will their child be released to them until instructed it is safe by the appropriate emergency services.
7. Continue to follow instructions from appropriate emergency services throughout.

**Things to note:**

* Remember that during a lockdown personal safety takes president and no-one should put themselves or anyone else in danger.
* Staff/students/visitors are not permitted to post anything on to social media during a lockdown. The senior designated person may use the Mucky Pups page to keep parents informed. Nothing should be posted until the full details of the incident are known.
* If someone is taken hostage on the premises, consider an evacuation.
* Although this may be a stressful time for all involved it is imperative that children remain properly supervised, kept calm and reassured at all times.
* Nobody is to enter or leave the building until the all clear is given by senior designated person or the appropriate emergency services.
* The lockdown procedure will be practiced every 6 months and as and when needed/deemed appropriate.

Date policy adopted on: 29th August 2018 Date for review: 29th August 2019

Signed: Position:

**LOCKDOWN PROCEDURE**

**Signal for lockdown:** Verbal instruction from management

**Signal for all clear:** Verbal instruction from designated lead person

On hearing the lockdown signal take the following actions

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| **ACTIONS** | |
|  | All persons to return to Mucky pups as quickly as possible and all come together in the snug. |
|  | Close all doors and windows, lock if possible. |
| Image result for door blocked with furniture | Block any access points by using furniture if needed. |
| Image result for close blinds | Close all blinds and windows and turn off the lights. |
| Image result for sit on floor symbol | Sit on the floor, under a table or against a wall if possible. |
| Related image | Preform a headcount/register |
| STAY IN | Remain inside with all doors locked/barricaded until the all clear is given or told to evacuate by the emergency services. |
| KEEP CALM | Keep children and each other calm by providing constant reassurance. Keep a quiet as possible. |