

Rainbow Early Years

Lockdown Safety Procedure

An evacuation or lockdown occurs when circumstances dictate that the safety of the children and staff is better ensured inside the current building, with doors and windows locked and blinds/curtains drawn. Children would be moved away from the windows and doors for prime safety. The Lockdown procedure may be activated in response to any number of situations, but some of the more typical might be:

- A report incident/ civil disturbance in the local community (with potential to pose a risk to staff and children in the preschool).
- An intruder on the preschool site (with potential to pose a risk to staff and children in preschool).
- A warning being received regarding a risk locally, of air pollution (smoke plumes, gas cloud etc).
- A major fire in the vicinity of the preschool.
- The close proximity of a dangerous animal roaming loose.

Procedure

Management of the situation will depend on the circumstances presented

- Remain calm
- Move slowly
- Obey instructions
- DO NOT PROVOKE AN INCIDENT

The following three stages must be followed:

Step 1 **GO IN**

Step 2 **STAY IN**

Step 3 **TUNE IN**

Initial Notification

In the event of an incident requiring 'Lockdown' the person witnessing the incident must try to notify the Manager/ Deputy Manager (person in charge) to raise the alarm. The Manager/ Deputy Manager will determine the risk and need for 'Lockdown.' Staff will be notified and the emergency services will be called.

Movement around the building

All children, staff and visitors will remain in the area they are in, if safe to do so. If the children are outside playing, staff are to promptly direct children into the building, if it is safe to do so. When children are gathered they will be seated on the floor away from windows in the Quiet room. All windows, blinds and curtains must be drawn. Staff will make safe efforts to close and lock rooms. All lights are to be turned off. Staff must try to ensure (as best possible) children are kept calm and as quiet as possible. Staff are to keep alert to the emotional needs of the children, singing quiet songs or using the computer tablets to keep children engaged.

If possible doors must be barricaded and keep the phone to hand

Office: Manager (or in her absence Assistant Manager) will stay in the office to man the phone

A register/ head count should be taken at this time, if you are in a different room follow the staff's instructions.

All Clear Signal

The 'All Clear' will be signalled by the Manager/ Deputy or person in charge. That person will inform all concerned.

A log will be made of the incident, relevant authorities will be informed, parents notified and incident investigated.

Date adopted for Rainbow Early Years: March 2017

Date of last review: Reviewed 14-8-18 J Clarke, Reviewed 30-8-19 J Clarke.

Reviewed 4-8-20 J Clarke.

Date of next review: Annually.