

# POLLYANNA PRE-SCHOOL LOCK DOWN POLICY

## Statement of Intent

Pollyanna recognises that there may be circumstances where the safety of the children and staff is put in serious danger, in which case Pollyanna will follow the procedure below.

## Procedure

Pollyanna has a 2 stage lockdown procedure depending on the danger posed.

### Stage 1

When there is danger outside of the building, meaning that we can't leave, but there is no need to hide, for example:

- a warning being received regarding a risk locally of air pollution
- the close proximity of a dangerous animal roaming loose

Upon being informed of the danger, the Manager or Deputy will inform the other staff of the situation. Staff will ensure that all doors and exits are locked, if possible, and curtains will be closed to ensure that nobody leaves the building or opens windows until the risk has passed. If required, the Manager or Deputy will call 999 and parents will be informed of the situation.

### Stage 2

In the event of a situation, where there is a need to hide, including:

- an unauthorised person who is considered a danger attempting to access the community centre
- a person with a firearm/weapon
- a reported incident or civil disturbance in the local vicinity

we will use the following procedure:

Upon noticing the danger, the staff member will shout "Lockdown" to notify all other staff of the impending threat and the Lockdown Procedure will be immediately implemented.

- The Manager or Deputy will immediately call 999 and collect the signing in sheet and emergency contact information, outside bag, mobile phone and medication box into our 'Safe Place'.
- The Manager or Deputy and remaining members of staff will gather all the children together into our 'Safe Place'.
- If practicable, all curtains in the hall will be drawn.
- One member of staff will count the children in the group whilst the Manager quickly checks the premises for any other children.
- Once we are sure that all the children and staff members are accounted for, we will lock ourselves into our 'Safe Place' and await Police assistance.
- After the danger has passed and it is safe for us to leave our 'safe place', we will gather the children into the book corner whilst the Manager calls parents/carers to inform them what has happened.
- Ofsted and Early Years will be informed of the incident within 24hrs of its occurrence.



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## Review and Approval

This policy was adopted on: \_\_\_\_\_

Signed by Management Committee: \_\_\_\_\_ 

Print Name: \_\_\_\_\_ Carl Sautereau \_\_\_\_\_

Date of Renewal: \_\_\_September 2024\_\_\_\_\_