



Ladybirds Lockdown Policy (Revised 4th November 2024)

Working in conjunction with the Early Years Foundation Stage Statutory Framework (EYFS).

Quality and Consistency.

A Secure Foundation.

Partnership Working.

Equality of Opportunity.

Unique Child Positive Partnerships Enabling Environment Learning and Developing

Introduction

Lockdown procedures are a sensible and proportionate response to any external or internal incident, which has the potential to pose a threat to the safety of staff and children in preschool. Procedures should aim to minimize disruption to the learning environment whilst ensuring the safety of all children and staff.

Ladybirds lock-down procedure aims to ensure that all children, staff and preschool users remain in a safe and secure location in the event of a possible personal threat and that the exposure to danger and possible risk of harm are minimized.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the preschool).

An intruder on the site (with the potential to pose a risk to staff and pupils).

A warning being received regarding a risk locally, of air pollution (smoke plume, Gas cloud etc).

A major fire in the vicinity of the preschool.

All parents/carers, staff, students and volunteers will be aware of this procedure.

Guidelines:

For staff:

- ☐ **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 WAIT

FOR ADVICE

1. Initial Notification In the event of an incident requiring 'Lockdown' the person witnessing the incident or hearing an incident in the preschool must try to notify the Manager/ Deputy Manager to raise the alarm. The Manager/Deputy Manager will determine the risk and need for 'Lockdown.' The preschool whistle will sound or the phrase "LOCKDOWN, LOCKDOWN" will be announced.
2. All children, staff and visitors will be directed and moved to the preschool Kitchen, 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 the door and the Kitchen door closed securely.

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 stories, comforters.
3. If possible, doors must be barricaded.
4. Manager or Deputy will operate the phone and listen to news broadcasts.
5. A register/head count should be taken at this time, if you are in a different room follow the staff's instructions.
6. When safe to do so and risk are eliminated the police and or The Manager or deputy will signal All Clear.
7. A log will be made of the incident, relevant authorities will be informed, parents notified and incident investigated.
8. Parents/Carers in the event of a Lockdown you should NOT attempt to come to the preschool, doing so may put your child, yourself or others at risk. We will keep all our doors firmly shut we will not open them until given the all clear. We will keep your children safe. Do not 'phone the preschool as we will be using the telephone for communicating with the authorities. Listen to the Local Radio for further information.

[Other Related Policies & Procedures](#)

The following policies provide additional information regarding the safeguarding and welfare of the children in our care:

- *Children's Records Policy*
- *Children's Rights & Entitlement Policy*
- *Committee Policy*
- *Confidentiality & Client Access Policy*
- *Critical Incident Policy*
- *Daily Running Policy*
- *Diversity & Equality Policy*
- *Emergency Closure Policy*

- *Employment & Staffing Policy*
- *Fire Safety & Emergency Evacuation Policy*
- *First Aid Policy*
- *GDPR Policy*
- *Grievance Policy*
- *Health & Safety Policy*
- *Information Sharing Policy*
- *Mobile, Camera & Social Media Policy*
- *Organisation Policy*
- *Parent Involvement Policy*
- *Photography & Video Policy*
- *Physical Contact & Handling Policy*
- *Prevent & British Values Policy*
- *Provider Records Policy*
- *Recording & Reporting of Accidents & Incidents Policy*
- *Risk Assessment Policy*
- *Safeguarding Policy*
- *Security Policy*
- *Special Education Needs & Inclusion Policy*
- *Transfer of Records Policy*
- *Usage, Storage & Retention Policy*
- *Working in Partnership Policy*

This policy will be monitored and evaluated at committee meetings. It will be reviewed bi-annually and unless new legislation or an incident occurs which requires an immediate review of this policy

November 2024

Review Date: November 2026

This policy was adopted by the committee on 30/11/2024

Signed: *Jean De Garis* _____

Reviewed Date:

Signature:

Amendments: