



## 1.12 Lock Down Policy and Procedures

### Policy Statement

As part of our Safeguarding policies and procedures, St. Cuthbert's Pre-School Play Group has a Lock Down Policy.

The Village Hall is secure at all times, main doors are locked. Fire doors are accessible to get out of the village hall when needed. On rare occasions it may be necessary to follow a Lock Down procedure to ensure that children, staff and visitors are safe from situations where there is a hazard in the near vicinity.

A Lock Down is implemented when there is a serious security risk to the premises due, for example, to attempted access by unauthorized persons intent in causing harm/damage; proximity of dangerous dogs; serious weather conditions; a warning being received regarding a local risk of air pollution (smoke plume, gas cloud etc).

### Bomb Threats: Procedure for handling bomb threats

Most bomb threats are made over the phone and the overwhelming majority are hoaxes, made with the intent of causing alarm and disruption. Any hoax is a crime and, no matter how ridiculous or unconvincing, must be reported to the police.

Be Alert, but not alarmed!

On receipt of a "bomb threat" – dial 999 and police will respond. You should always consider their advice before a decision is taken to close or evacuate.

### Notification of Lock Down

Staff will be notified Lock Down procedures are to immediately take place by three short blows of a whistle.

### Procedures

1. Three short blows of a whistle will activate a process of children being ushered into the bar area of the Village Hall. (We currently play a game of "being as quiet as a mouse" and staff will encourage children to be mice.) A small box of toys will be sourced quickly.

#### **2. STAY CALM**

3. A designated member of staff will ensure all curtains are drawn and lights are switched off.
4. All mobiles/kindles, etc., will be turned off, apart from the Play Group mobile which will be switched to silent and used to alert police and parents.

#### **NO ONE SHOULD MOVE AROUND THE VILLAGE HALL**

5. Staff will support children in keeping calm and quiet.



6. Staff to remain in Lock Down positions until informed by Manager or Assistant Manager in person that there is an all clear.
7. As soon as possible after the Lock Down, the Manager will take the register to ensure all children/adults are accounted for.

### **BE ALERT**

DO NOT open the door once it has been secured, until you are officially advised 'All clear' or are certain it is emergency services at the door.

DO NOT call 999 again unless you have immediate concern for your safety, the safety of others, or feel you have critical information.

### Communication with Parents

If necessary, parents will be notified as soon as it is practical to do so via telephone.

Message to Parents:

**Due to an incident we have been advised by the emergency services to secure the Village Hall and stay put until we are given the 'all clear'.**

**Please do not attempt to collect your child until it is safe to do so. We will let you know as soon as we are able when that is likely to be. In the meantime, we need to keep our telephone lines clear and would appreciate your cooperation in not calling unless it is absolutely vital that you speak to us.**

- Depending of the type and severity of the incident, parents will be asked NOT to collect their children from the setting as it may put them and their child at risk.
- Pupils will not be released to parents during a Lock Down.
- Parents will be asked not to call school as this may tie up emergency lines.
- If the end of the session is extended due to the Lockdown, parents will be notified and will receive information about the time and place the children can be picked up from Play Group staff or the emergency services.
- A letter to parents will be sent home as soon as possible following any serious incident, to inform parents of context of Lock Down and to encourage parents to reinforce with their children the importance of the following procedures in these very rare circumstances.

### Lock Down Drills

Lock Down practices will take place a minimum of once per term to ensure everyone knows exactly what to do in a situation. Monitoring of practices will take place and debriefed to staff so improvements can be made.

### Threat Levels

Updated 09092019 RS/SE



Threat levels are designed to give a broad indication of the likelihood of a terrorist attack:

LOW means an attack is unlikely

MODERATE means an attack is possible but not likely.

SUBSTANTIAL means an attack is a strong possibility.

SEVERE means an attack is highly likely.

CRITICAL means an attack is expected imminently.

|   |   |
|---|---|
| This policy was adopted by                        | St. Cuthbert's Pre-School Play Group    |
| On  | 31 <sup>st</sup> May 2018               |
| Date to be reviewed                               | 31 <sup>st</sup> May 2020               |
| Signed on behalf of the provider                  |   |
| Name of signatory                                 | Mrs Rachel Sidwell - Mrs Selina Edwards |
| Role of signatory (e.g. chair, director or owner) | Manager - Chair                         |