

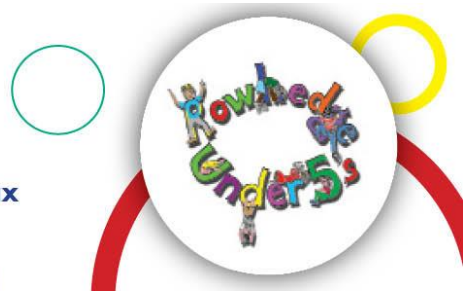


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Registered Charity Number: 1159138 Registered Ofsted Number: 489490



Lockdown procedure

At Rowhedge under 5's we recognise the potentially serious risk to all the children, staff, volunteers and parents that could come from an emergency or harmful situation.

A lockdown may take place where there is a risk of threat to the pre-school, staff, children, visitors or property. Where possible we will act to ensure the safety of all personnel in the setting within the following situation:

- In the event an unauthorized person considered dangerous is on pre-school grounds
- In instances including domestic breakdowns where estranged parties are attempting to abduct children.
- Where staff, students, volunteers from within the setting become a threat to the well-being of others.
- In emergency situations within the environment of the setting where there is potential risk to life.

Lock down will be initiated by the horn sounding 3 times in a row. Lock down will be practiced from time to time, at least once a term to ensure children are familiar with procedure.

Procedure

- Close all windows and doors
- Lock up
- Everyone out sight minimal movement
- Stay quiet
- Endure we could be on lockdown for sometime

Guidelines for staff, students and vistor in the event of lockdown

1. Upon hearing the horn, lock down to take effect immediately.
2. On hearing the lock down signal setting manager and/or deputy will call 999
3. Doors and windows to be locked shut by staff
 - Staff are to guide all children into the store cupboards
 - One member of staff will ensure all windows and doors are locked and binds are drawn down.
 - Registers, medications and phone to be taken into lockdown
 - Head count immediately.
 - Supervise, and remain calm
 - No one should leave eveyone remains out of sight
 - Remain in lockdown until given the all clear from the police