

# *Spilsby Playgroup*



## ***Lockdown Policy into Practise***

**2022/2023**

## **Lock down procedure**

### **The Aim**

To ensure the safety of children and staff at all times.

To be aware and vigilant of possible concerns that could impact on the health and safety of all persons at Spilsby Playgroup.

To act swiftly and responsibly to possible dangers.

To ensure lines of communication are maintained with all parties, including, relevant emergency services, the school and parents.

To use the information available to us in Playgroup to make decisions to ensure the safety of all parties.

We will use the lock down procedure when the safety of the children and staff is at risk and we will be better placed inside the current building, with doors and windows locked and blinds/curtains drawn.

We will activate this emergency procedure in response to a number of situations, but some of the more typical might be:

- A report / incident or disturbance in the local community (with potential to pose a risk to staff and children in the playgroup)
- An intruder on the playgroup site (with potential to pose a risk to staff and children in playgroup)
- A warning being received regarding a risk locally, of air pollution (smoke plumes, gas cloud etc.)
- A major fire or explosion in the vicinity of the playgroup – as long as it is safer staying in the premises than leaving.

In this case the staff will be notified by the following action:

### **A whistle being blown**

- All individuals (including children) will remain in the area they are in, if safe to do so.
- If the children are outside, staff are to promptly and calmly direct children into the building, if this will not endanger them.
- Staff will close and lock all doors, windows and blinds once everyone is inside.
- The manager will decide on the safest room to house the children based on the information to hand.
- All individuals will keep away from the windows and doors and children will be occupied in the centre of the room on the floor so they are not placed at risk or are able to see any situation developing outside.
- The manager will ensure all children, staff and visitors are accounted for and safe before returning to the office area to keep up to date with the current situation via updates.
- The manager on duty will manage the situation dependant on the situation and the information available. If the playgroup is in immediate danger of an intruder, the police will be called as a matter of urgency. In other cases where the situation has been alerted by the police or local area authority then the playgroup will await further instructions.
- If the owner is not on site, she is to be contacted.
- The manager or owner will contact parents via text message about the situation at the earliest safest opportunity, without causing alarm and will be kept updated when the information changes.

Once the all clear has been given externally the manager will issue the all clear internally. After this time the staff will try to return to normal practice to enable the children not to be disrupted or upset by the events.

Any children showing worries or concerns will have one to one time with their key person to talk about these. After the event a post-incident evaluation will be conducted to ensure that each child and staff member was supported fully and the procedure went as planned.