

01.21 Terrorist threat/attack and emergency event lockdown

Developing an emergency event lockdown procedure and policy

At Pippins Preschool, we have decided to call this an “emergency event lockdown” rather than just “lockdown”. This is to avoid confusion since the different meaning of “lockdown” during the Covid-19 lockdowns.

Emergency event lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of children and adults in the setting.

Procedures should aim to minimise disruption to the learning and play environment whilst ensuring the safety of all children and adults. Emergency event lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

1. A reported incident or disturbance in the local community (with the potential to pose a risk to children and adults in the setting)
2. An intruder on site (with the potential to pose a risk to children and adults in the setting)
3. A warning being received regarding an environmental risk locally, of air pollution (smoke plume, gas cloud etc.)
4. A major fire in the vicinity of the setting
5. The close proximity of a dangerous animal.

The setting’s emergency event lockdown procedures should be familiar to all staff and volunteers. A lockdown drill should be undertaken at least once a year in an organised and calm manner.

Emergency event lockdown

The aim of an emergency event lockdown is for the setting and its rooms to appear empty, and to account for all children and staff present. Staff will communicate verbally in a calm manner throughout lockdown procedure.

Immediate action:

- A senior member of staff will calmly inform other staff: “There is an emergency event lockdown – we need to go into the green room.”
- Staff and children outside will be informed first, and brought into the green room.
- All children and staff should go to the green room and sit for a story.
- The register file and preschool landline phone and mobile phone should be taken into the green room.
- A register should be taken and a head count completed of all staff and children at the setting.
- If any children are missing, a search is instigated immediately.
- External doors should be locked.
- Internal doors should be locked, where a member of staff with a key is present.
- Shut windows
- Shut blinds where available
- Staff and children to sit quietly out of sight (so an intruder cannot see in).
- Turn off lights and computer monitors.
- Children should not be released to parents during a lockdown and staff should not leave the premises unless instructed to do so.
- In the event of lockdown due to an air pollution or chemical, biological or radiological contaminants issue, staff to follow further guidance from the emergency services regarding blocking up doors and windows etc.

The Preschool Manager and or Deputy will:

- A senior member of staff will calmly inform other staff: “There is a lockdown – we need to go into the green room.”
- Contact emergency services.
- Contact Icknield Primary School, if Pippins Preschool has instigated lockdown.

- Follow ensuing guidance from emergency services. Parents will be informed following guidance from emergency services.
- Once emergency services have advised that the lockdown has ceased, the Preschool Manager and Deputy will verbally inform staff; “lockdown has ended”.
- If children need collecting, staff will contact parents and inform them of the situation. Parents will be reassured of children’s safety and welfare.

Guidance for parents:

Pippins Preschool has developed this policy following guidance from Cambridgeshire County Council. The chance of a lockdown event is extremely small. Children’s safety and welfare is our priority. If Pippins undertakes a lockdown:

- Do not contact Pippins during lockdown as this could block telephone lines that are needed for contacting emergency services. Do not come to the setting during lockdown as this may place you and others in danger.
- Wait for Pippins to contact you about when it is safe for you to come and collect your child.

After lockdown has taken place:

A letter to parents should be sent home as soon as possible following any serious incident to inform parents of context of lockdown.

Following the need for lockdown, the setting management should create a full record of the event. Policies and procedures should be reviewed as soon as possible to identify any areas for potential development. A notification of a significant incident will be made to Ofsted within 14 days (preferably as soon as possible after the incident).