

Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment.

Provider must take reasonable steps to ensure the safety of children, staff and others on the premises in case of fire or any other emergency and must have an emergency evacuation procedure.



Lockdown Policy

Policy statement

We have a commitment to all children and adults in our pre-school to ensure their safety in an Emergency and is our paramount concern.

We aim to ensure that all children/adults leave the pre-school building (fire, flood, electrical fault or gas leak) in an organised and calm manner.

We practice our evacuation procedure for one week at the start of each term, this ensures that all children who attend the setting will have taken part, We then practice at random other occasions during the term using different exits.

Procedures

In the Case of Major Incidents.

In the event of a Major incident i.e. member of public is using threatening behaviour/language or armed, a bomb threat, drug/alcohol induced threats and any other risk to the children/adults within the setting.

Staff will be deployed in the same way as stated in the Fire Evacuation Policy, although taking the children outside may not be an option, depending on the type of incident, so using the Orange Whistle will differentiate procedures from those of the fire drill, alerting a Major incident to Staff.

We will RUN only if safe to do so

HIDE

Inside the church which can be accessed through our main hall avoiding any main entrances having to be opened (posing further risks) which can be locked from the inside and has no windows or doors to be seen through easily.

Chris Millins will notify the police once everyone is hidden and take direction from them on what to do next. A member of the Committee will be contacted to send out calls, texts and or emails to notify parents

of a Major incident whilst all staff will ensure children in their care are kept calm quiet and safe. He Welfare of the Children is our Paramount concern.

Only when advised it is safe to do so by authority of police will the children be moved back to the setting. We work closely with our community and if safe to do so will move across the road to St Paul's Church centre until further arrangements can be made if our buildings are made unsafe to stay; this will ensure children have as normal environment as possible

Further Advice will be sourced from Tony Harwood Resilience and Emergencies Manager 03000413386 at the earliest opportunity to decide for us to be accommodated by a registered setting.

- **Regulatory Reform (Fire Safety) Order 2005**

This policy was adopted by

Manor Road Pre-School

On

17th July 2017

Date to be reviewed

July 2018, *October 2019*

Signed on behalf of the provider

Manor Road Pre-School Committee

Name of signatory

Christine Millins

Role of signatory (e.g. chair, director or owner)

Manager (Nominated Person)