

# Glaisdale Playgroup

## Lockdown policy for Responding to Emergencies

Glaisdale playgroup recognises the potentially serious risks to children, parents, staff and volunteers in emergency or harmful situations. A lockdown may take place where there is perceived risk of threat to the playgroup, its staff, children, visitors or property. Where possible, the playgroup will act to ensure the safety of all in the setting in the following situations:-

- In the event that unauthorised person(s) considered dangerous, are on school grounds.
- In instances, including domestic breakdowns where estranged parties are attempting to abduct children.
- In instances where students, staff or 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 from spills, poisonous fumes or flood.

In most cases the assumption should be that it is safer to stay put, and put the setting into 'Lockdown' until the emergency services arrive.

**A lockdown will be initiated by a signal of 3 long whistle blows. Lock down procedures will be practiced regularly to ensure that staff and children are familiar with them.**

Follow the **CLOSE** Procedure

**C**lose all windows and doors, shut blinds where fitted.

**L**ock doors.

**O**ut of sight, where possible stay away from windows and minimise movement.

**S**tay silent and avoid drawing attention.

**E**ndure. Be aware that you may be in lockdown for some time.

**Stay calm.**

**Procedure.**

On hearing the signal the Leader (Janet) and/or deputy (Vicky) will call for assistance using 999.

Staff will guide all children indoors, if in the outdoor area.

Staff are to secure the door and windows, and shut all blinds.

Instruct children to move to the safe area, located at the rear of the room close to the staff toilet and store cupboard.

Leader and/or Deputy to collect first aid kit, mobile phone, medical bag and register.

Do a head count and call the register.

Move units and tables to form a barrier, allowing access to some play equipment.

Supervise, ensuring everyone remains calm, out of sight and sitting quietly.

A message will be sent to parents via mobile phone and our facebook page saying:

*Due to an incident we have been advised to secure the premises 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 send another message stating 'ALL CLEAR' and a location from where you can pick up your child.*

*In the meantime we need to keep the telephone lines clear and would appreciate your cooperation in not calling unless it is absolutely vital that you speak to us.*

No non-essential calls will be made.

If the fire alarm sounds we will stay where we are unless there is a fire in our room, if evacuation is required we will leave as per our Fire Evacuation Policy unless the situation requires staff to use their initiative due to dangers perceived by a threat.

No one will be allowed out of the room until we are given the all clear by the police.

Following lockdown we will cooperate with the emergency services.

Send a message to parents stating '*All Clear collect your child from ...?....?...*'. The location may not be playgroup depending on the threat and advice given by the emergency services.

**Report suspicious activity to the police on 999 or anti-terrorist hotline 0800 789321.**

This policy was adopted on .....

Signed on behalf of the committee by .....

