



3 School Lane, Osmotherley, DL6 3BW Tel 01609 883138

Registered Charity Number 1035485

Lockdown/Partial Lockdown Policy

Partial Lockdown

This may be as a result of a reported incident to the pre-school or an occurrence that is happening within the school premises, or a civil disturbance in the local community with the potential to pose a risk to staff and children in the pre-school.

It may also be as a result of a warning being received from a recognised emergency service regarding the risk of air pollution, etc.

Alert to staff: 'Partial Lockdown' or an agreed code word that all members of staff recognise and understand to begin the procedure. Duty staff at break times must be alerted using three blasts of a whistle.

Immediate action:

- All outside activity to cease with immediate effect, children and staff to return to the building in a swift and safe manner.
- All staff and children remain inside the building and **all** external doors and windows are to be locked until further notice.
- A register will be taken of the children and staff.
- At the discretion of the responsible person (the manager or deputy), free movement within the building may be permitted dependent upon the known information or continued reporting of the incident / circumstances.

Each situation is unique and presents differing on-going challenges. Once the children, staff and volunteers are accounted for, the responsible person will conduct an on-going dynamic risk assessment basing their decision making primarily on advice received from the Emergency Services. All staff will be updated when applicable, and a written evidence log will be maintained throughout should it be required at a later stage. 'Partial Lockdown' is a precautionary measure and should be recognised that it places the pre-school in a state of readiness (whilst retaining a degree of normality), should the situation be further reported to have escalated.

During the Partial Lockdown procedure, staff will maintain agreed open lines of communication and must not make unnecessary calls until further notice as this may delay the information sharing process to and from the responsible person.

In the event of an Air Pollution Incident being reported, all air vents should be closed / covered (where possible within the premises. If this is not possible, the children / staff should be relocated from the room initially and a further decision is to be made by the responsible person regarding the appropriate room to relocate to and remain.)

The responsible person will remain in contact with the appropriate Emergency Services team(s) and will make future dynamic risk assessment decisions with the assistance and advice of professional bodies regarding the prevailing threat. An evidence log should be completed, should it be required at a later stage.

Full Lockdown

This signifies an immediate threat to the pre-school and may be an escalation of a partial lockdown or a spontaneous incident / event or occurrence in or near to the premises.

Alert to staff: 'Full Lockdown' (duty staff at break times must be alerted using three blasts of a whistle).

Immediate action:

- All children / staff, volunteers etc. are to assemble upstairs.
- All external doors are to be locked immediately.
- All windows are to be locked, and blinds drawn, (if applicable). Children encouraged to remain quiet and remain out of public glare, (e.g. under a desk or around a corner) until further notice.
- Children, staff and visitor register will be taken.

Each situation is unique and presents differing on-going challenges. Once the children / staff and volunteers etc. are accounted for the responsible person will conduct an on-going dynamic risk assessment basing their decision making on advice received from the Emergency Services. All staff will be updated when applicable, and a written evidence log will be maintained throughout should it be required at a later stage.

The lock down procedure will remain in force until it has been established from a member of the Emergency Services that the incident has been successfully resolved and no further risk is posed to the welfare and safety of the children / staff etc. At any time during the lockdown, if there is a long continuous whistle the building must be evacuated immediately.

During the lockdown procedure, staff will maintain agreed open lines of communication and must not make unnecessary calls until further notice as this may delay the information sharing process to and from the responsible person.

Examples of using discreet communication methods should they be necessary to update the emergency services:

- Staff have access to an internal e-mail system that they can access to inform and await further instructions. In practical terms, staff would need to be familiar with accessing their account through a variety of means e.g. laptop, smartphone or tablet.
- 'Parent mail,' staff may be put into a defined user group. This could then lead to communicating instructions via text message in an emergency.

Communication between parents and the pre-school

Pre-school Lockdown procedures, especially the arrangements for communicating to parents, should be routinely shared with parents / guardians either by newsletter or via the pre-school's website.

Should a Lockdown occur, it is advised that developments are communicated to parents / guardians as soon as is practicable and in some cases in agreement with the emergency services. Parents will naturally be concerned; anxious and all accurate information releases will assist to alleviate undue anxiety.

Parents / guardians should be given enough information to enable them to understand the potential outcome and when possible time frames so that they:

- Are reassured that the pre-school / emergency services understand their concern for their child's welfare, and that everything possible is being completed to ensure their safety
- Parents / guardians must be made aware to refrain from directly calling the pre-school. Calling the pre-school will tie up telephone lines that will be required to be used by the responsible person and the emergency services.
- Parents / guardians must refrain from initially attending the pre-school. This may interfere with the emergency provider's access / investigation and may put themselves and others in danger.
- Parent / guardians must wait patiently until a safe and satisfactory outcome has been achieved and agreed by all parties, where a designated safe area will be identified for the safe handing over of the children to their parents / guardians.

During the initial "breaking news" of the incident it is vital that all parents are reassured regarding the welfare and safety to their children is paramount and that the matter is being dealt with by the emergency services to resolve the matter as soon as possible with little impact to the children and the wider community.

However, it must also be stressed that at this time **"the pre-school is in a full lockdown procedure. During this period the switchboard and entrances will be un-manned, external doors will be locked and no person is allowed in or out of the premises until further notice"**

Emergency Services

It is vital that the communication lines remain open to the Emergency Services at all times, they are best placed to offer advice / assistance as a situation develops. A decision may be taken to cordon off the premises partially or as a whole by the Emergency Services. This will be dependent on the severity of the incident that has led to a Lockdown procedure taking effect.

The emergency services will support the responsible person in the decision-making processes and the timing of communication to parents, the press etc.

Important Note

Osmotherley Primary School have their own lockdown policy, but we share the same alert code. This is 3 long blasts on a whistle. Should a lockdown or partial lockdown be initiated by either the Pre-school or the school, the responsible person in the Pre-school and school will keep each other setting updated by telephone.

This policy was adopted by

Osmotherley Pre-school

On

7th November 2017

Date to be reviewed

7th November 2018

Signed on behalf of the provider



Name of signatory

Anthea Howlett

Role of signatory

Chairperson