



Safeguarding and Welfare Requirement:

Safety and Suitability of Premises, Environment and Equipment

Providers must take reasonable steps to ensure the safety of children, staff and others on the premises

8.9A EMERGENCY LOCKDOWN POLICY AND PROCEDURE

Holy Redeemer Pre School recognises the serious risks to children, staff and visitors and a lockdown may take place where there is a perceived risk of threat to the pre-school and the safety of the children and adults in the setting.

Lockdown procedures may be activated to any number of situations, but some of the more typical might be:-

- Reported incident or disturbance in the Local Community (with the potential to pose a risk to children and adults in the setting)
- An intruder onsite (with the potential to pose a risk to children and adults in the setting)
- A warning being received regarding an environmental risk locally of air pollution (smoke plume, gas cloud etc)
- A major fire in the vicinity of the setting
- The close proximity of a dangerous animal
- Terrorism alert

A lockdown will be initiated by a member of staff by blowing three (3) long whistles to gather all of the children together if we are in the building, take them into the main kitchen which can be locked and where there is also an emergency exit if we need to go outside of the building. The group leader or Manager will immediately call 999 or 101 and if appropriate the committee.

If the children are outside a member of staff will still blow three (3) long whistles but take the children back inside as quickly as possible and go straight into the main kitchen. The group leader or Manager will immediately call 999 or 101 and if appropriate the committee.

All children and staff are to be familiar to a 3 long whistle blow and know what it means.

Lockdown Procedures

Staff will move children out of sight, check doors are locked, take register, pre school phone and charger, medical box/first aid kit and emergency back pack (containing biscuits, water, a book and other emergency supplies) to the storeroom

Staff to close windows and blinds

Staff to lock internal hall door and back door

Manager will complete a head count of children whilst group leader quickly checks the premises for any other children and staff

Everyone will remain out of sight until further instructions are received from the emergency services

The staff will attempt to keep the children as quiet and calm as possible until the dangerous situation is over.

No one should be allowed out of the storeroom area during lockdown

Remain in lockdown until the all-clear has been given by the emergency services

Once the danger has passed

When we are completely sure that the danger is over, we will leave our safe place and continue to keep the children engaged in activities.

The manager will contact parents/carers and the committee (if not already contacted) to inform them of the incident. Records will be made of the event and actions taken will be recorded in our incident book. Ofsted and Bexley Early Years will be informed within 24 hours of the incident occurring.

A letter to parents will be sent

This policy was adopted by	The Holy Redeemer Pre-School
Updated:	May 2025 (date)
Date to be reviewed	May 2028 (date)
Signed by provider:	Laura Heath, Manager
	Shelley Masher, Manager
Approved on behalf of the provider	
Name of signatory	Rev Melanie Jemmett
Role of signatory (e.g. chair, director or owner)	Chair of Trustees The PCC of The Holy Redeemer Lamorbey