

## Safeguarding and Welfare Requirement: Child Protection



### 1.7 Lock-down Policy and procedure.

#### Primary legislation

Protection of Children Act (1999)  
Data Protection Act (1998)  
Safeguarding Vulnerable Groups Act (2006)

#### Secondary legislation

Criminal Justice and Court Services Act (2000)  
Equalities Act (2010)  
The Counter Terrorism and Security Act (2015)  
Domestic Abuse Act 2021,

#### Policy statement

We at Bagshot Pre-school recognises the potentially serious risks to children and the adults in emergency or harmful situations. Should a perceived threat or risk to the pre-school and its occupants or property a lock down may take place. Where possible the pre-school will act to ensure the safety of all those present.

#### Triggers that may result in a Lock-down:-

In the event of any unauthorised person(s) considered dangerous, are on the pre-school or school grounds.

Emergency environmental situations within the pre-school, such as potential risk from poisonous fumes or spills.

Domestic breakdowns, where estranged adults are attempting to abduct children.

Where personal, such as staff, volunteers or students within the setting become a threat to the well-being of others.

Advised by the government or police.

#### Lock-down will be initiated by a continuous whistle.

The following procedures for all adults to follow in an emergency situation.

- On hearing the lock-down signal the Fire Marshall will call 999.
- On hearing the 3 continuous whistle lock-down procedures will take effect immediately.
- Staff located outside, will ensure everyone outside moves into the pre-school. Fire warden call to check the outdoor area has been vacated.
- Deputy Supervisor to ensure all doors including the fire door leading to the outdoor area is closed, blinds are pulled down and the lights are switched off, entrance key is in the correct position to ensure main door entry is not possible.
- Manager/supervisor to instruct all children to remain in the main room and keep them calm.
- Deputy to collect the first aid box, from the kitchen and close the door.
- Fire Marshall to collect the register, children's contact numbers and telephone from the shelf within the main room and deliver to the manager/supervisor
- Manager/supervisor automatically do a head count and call the register.
- All remaining staff to supervise children, ensuring everyone remains out of sight and remain sitting quietly.
- No one should be allowed out of the room during lock-down procedure.
- Remain in lock-down until the all-clear has been given by the police.

#### Emergency alerts

Emergency Alerts is a UK government service that will warn us if there's a danger to life nearby. The same procedure should be followed, if it is safe to stay within the pre-school environment.

Should we be advised to leave the building, we would progress to the school hall, taking the contact file and telephone to call parents/contacts to arrange collection if advised.

Policy adopted on 13/10/24

Signed on behalf of Bagshot Pre-school **Susan Michel**

Role within the Pre-school Manager