Emergency Lockdown Procedures Policy

*Westgate Pre-School recognises the potentially serious risks to children, staff and visitors in emergency or harmful situations. A lockdown may take place where there is a perceived risk of threat to the pre-schools, its staff, children, visitors or property.*

*A lockdown will be initiated by a member of staff blowing the whistle to gather all of the children together and take them into the toilet area as quickly as possible closing/locking doors and windows as they go if possible. Staff working inside the building to take pre-school phones with them and register. A member of senior staff will immediately call 999. They will then contact Westgate Primary School and The Children’s Centre. A member of senior staff will complete a head count of the children.*

*In the event of an assault, lockdown procedure will be implemented and a senior member of staff will support the assault victim.*

*Staff will move the children into the toilet area, locking doors behind them and getting the children to sit on the floor out of sight. 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.*

***Once the danger has passed***

*When we are completely sure that the danger is over, we will leave our safe place and continue our activities as far as possible.*

*The pre-school manager or deputy will phone the parents/carers and the chairperson to inform them of the incident. Records will be made of the event and actions taken will be recorded in our health and safety book. Ofsted and Warwickshire Early Years will be informed within 24 hours of the incident occurring.*

*This policy was adopted by Westgate Pre-school Ltd October 2018*

*Signed on behalf of Westgate Pre-school Ltd …………………………………………..………*

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*Review Date October 2019*