



Little muddy me

Lock Down Policy

Date updated: April 2022

Date of next review: April 2023

Definition

An evacuation or lockdown occurs when circumstances dictate that the safety of pupils and staff. Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident/ civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school)
- An intruder on the school site (with the potential to pose a risk to staff and pupils in the school)
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc.)
- A major fire in the vicinity of the school
- The proximity of a dangerous dog roaming loose

Procedure

Management of the situation will depend on the circumstances presented

- Remain calm
- Obey instructions
- DO NOT PROVOKE AN INCIDENT

1. The staff will contact police on 999 and one long continuous whistle to alert pre-school to lock down.

2. The Manager (or designated deputy) will quietly inform staff of the situation if possible.

3. Depending on the circumstances staff will ensure children lay flat on the floor and remain silent or gather behind the shed until help arrived.

4. The Police Officer in charge will evaluate the situation and notify the staff when the school is safe and/or if any further action is needed.