



Procedures

EMERGENCY LOCK DOWN AND HIDE DRILL – HWU5s

Hatch Warren Under Fives Preschool, will hereafter be referred to as the “Preschool”

Purpose

The preschool fully recognises its responsibility to safeguard and promote the welfare of children at our preschool. The purpose of this policy is to provide staff, volunteers and committee with the guidance they need in order to keep children safe and secure in our preschool and to inform parents and guardians how we will safeguard their children whilst they are in our care.

The preschool 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 preschool, staff, children, visitors or property. It is rehearsed with the children and recorded termly. This is designed as a game for the children, to be played quickly and quietly, without being frightening. Staff will use a calm and confident tone to keep anxiety amongst children low. In the event that a stranger or intruder is seen in our garden or in the church foyer, a lock down and hide plan will be followed.

- A member of management shouting “Rabbits are in the Garden” will initiate a lockdown.
- Staff will be gather the children together and take them to the corridor leading to the changing rooms. If the threat is in the main building the Preschool Manager will open the door from the inside for the children to enter through the garden.
- The Preschool Manager or Deputy Manager will call 999 if there is immediate concern for the safety of staff and/or children, or it is felt there is critical information (or 101, Basingstoke Police) and if appropriate, the Chairperson of the committee.
- Staff will move the children out of sight, securing the doors and taking the Preschool phone, mobile phones, medications and registers. Non-essential calls may NOT be made on mobile phones or landlines.
- The Preschool Manager or Deputy Manager will complete a headcount of the children whilst the other checks the premises for any other children.
- Preschool Manager to secure all windows and doors and close the blinds.
- If the fire alarm is activated, remain where you are and await further instructions from emergency services unless the fire is in your area. In which case, move to the next room/area, following your usual fire procedures.

- Everyone to remain out of sight until further instructions are received from the emergency services. Do NOT open the door once it has been secured until you are officially advised 'all clear' or are certain it is emergency services at the door. (This is another element of our 'lockdown' procedure that is practised in an age-appropriate way with the children to avoid them becoming anxious when staff do not respond to the doorbell in the usual way.)
- Staff to attempt to keep the children as quiet and calm as possible until the dangerous situation is over (this is rehearsed with children in our drills in an age appropriate way, in the same way we would rehearse fire evacuation.)
- Once the Preschool Manager is completely satisfied that the danger has passed we will leave our safe place and continue our activities as far as possible.
- The Preschool Manager will phone the parents/carers and the Chairperson of the Committee, if not previously informed, and make them aware of the incident.
- Records will be made of the event and actions will be recorded in our incident book.
- Ofsted will be informed with 24 hours of the incident occurring.

Following the lockdown

- Staff to co-operate with the emergency services to help in an orderly evacuation where required.
- Any staff or children who have witnessed an attack or incident will need to tell the police what they saw.
- The police may require other individuals to remain available for questioning.

Managing parents

- In the event of an incident it is inevitable parents will want to come to the setting and collect their children immediately.
- They will be discouraged from doing so, until the emergency services give the all clear.
- Even then, depending on the severity and type of incident, children may need to be checked by medical teams or questioned by the police.
- It is made absolutely clear to parents that we will be acting on the advice of the emergency services at all times.
- With regard to getting information to parents during 'lockdown', we will use the existing systems we have in place for sending group messages, such as social media, text, and emails. Parents are discouraged from phoning preschool for further updates during 'lockdown'; it is vital that phone lines remain clear.

The following email will be sent to parents:

DUE TO AN INCIDENT WE HAVE BEEN ADVISED BY THE EMERGENCY SERVICES TO SECURE THE PREMISES AND STAY PUT UNTIL WE ARE GIVEN THE 'ALL CLEAR'.

PLEASE DO NOT ATTEMPT TO COLLECT YOUR CHILD UNTIL IT IS SAFE TO DO SO.
WE WILL LET YOU KNOW AS SOON AS WE ARE ABLE WHEN THAT IS LIKELY TO BE.

IN THE MEANTIME WE NEED TO KEEP OUR TELEPHONE LINES CLEAR AND WOULD
APPRECIATE YOUR COOPERATION IN NOT CALLING UNLESS IT IS ABSOLUTELY
VITAL THAT YOU SPEAK TO US.

This policy was adopted by the Preschool Committee on _____

Signed on behalf of the Preschool _____