

An invacuation or lockdown occurs when circumstances dictate that the safety of children and staff is better ensured by them being kept inside the building with the doors and windows locked and the blinds/shutters closed. Pupils should be moved away from the windows and doors for prime safety. The reasons for invacuation / lockdown could be as a result of: chemical spillage, weapons crisis, air pollution, nearby fire, criminal activity, weapons crisis, dangerous dog.

### Procedure

- Remain calm
- Move slowly
- Obey instructions
- Do not provoke an incident

If there are children outside, the manager (or deputy) will inform members of staff outside that they and all children are required to return indoors and ensure that the children enter the pre-school as calmly as possible. Staff will check the outside area to ensure that all children return indoors and no child is left outside. The rear door will be closed after the last member of staff has entered the building and checked the lock has engaged.

Staff will contact the police on **999** if necessary.

Once the children are inside the building, the manager (or deputy) will quietly inform all staff of the situation. The agreed signal (**PRE-SCHOOL LOCKDOWN**) will be activated to inform the school office that the pre-school is in lockdown.

**Staff should account for all children and adults immediately and inform the manager (or deputy) of anyone missing.**

Depending on the circumstances, staff should ensure children remain in the building with doors and windows locked. Staff should close the blinds on the main door and main room windows. All children will be encouraged to be seated in the designated reading area and remain quiet.

Staff should try to keep the children calm and quiet.

Children will not be released to parents during a lockdown.

If necessary, parents/carers should be notified as soon as practicable to do so via text message that there is a lockdown situation, they should be given enough information about what will happen so that they are reassured that everything possible is being done to ensure their child's safety:

- they should not contact the pre-school as this will tie up the phone lines;
- they should not attend pre-school as this could interfere with the emergency services access to school and they may put themselves in danger;
- they should wait for the pre-school to contact them about when it is safe to collect their children.

If necessary children may need to be evacuated, in a quiet and orderly manner, away from the situation into a safer area defined by staff, school staff or police. The manager (or deputy) will take the register, work telephone and the emergency bag. All children will be counted out as they leave the building and again on arrival at the evacuation point.

If it is found to be necessary to evacuate the pre-school building the manager (or deputy) will inform all staff and where the pre-school will evacuate to. If the wider school site becomes necessary to evacuate the school fire alarm will be sounded and our staff should evacuate the pre-school.

Pre-school should stay in contact with Emergency Services at all times and follow their instructions.

A lockdown drill should be undertaken at least annually.

Parents should know that there is a Lockdown Plan and that a copy is on the website.

Invacuation / lockdown information should be displayed in the main room notice board.

When the lockdown is over, the manager (or deputy) will notify all members of staff that the lockdown has finished. All children should be accounted for and a welfare check completed by staff.

**This policy was adopted at a meeting of Pickering Pre-School Playgroup held on 31<sup>st</sup> August 2023.  
Date to be reviewed – Before end of August 2024.**

**Signed on behalf of the management committee**

**Name of signatory – Richard Allenby (Chairperson).**