

## **Lock Down Policy and Procedure**

The Saplings recognises the potential serious risks to children, staff and visitors, in emergency and/or harmful situations.

An evacuation or lock down occurs when circumstances dictate the safety of the children and staff is better ensured inside the current building, with doors, windows locked and blinds drawn.

Children should be moved away from the windows and doors for prime safety.

The lock down procedure may be activated in response to any number of situations, but some of the more typical might be:

- a report of an incident/civil disturbance in the local community, with potential to pose a risk to staff and children at The Saplings.
- An intruder/unauthorised person on The Saplings sight, with potential to pose a risk to staff and the children at The Saplings.
- A warning being received regarding a risk locally, of air pollution; smoke plumes, gas cloud and the like.
- A major fire in the vicinity of the The Saplings.
- The close proximity of a dangerous animal roam loose in the vicinity of The Saplings.

### **Procedure**

Management if the situation will depend on the circumstances presented.

- Remain calm
- move slowly
- obey instructions
- **DO NOT PROVOKE AN INCIDENT**

The following three stages must be followed:

- step 1 **GO IN**
- step 2 **STAY IN**
- step 3 **TUNE IN**

### **Initial notification**

in the event of an incident requiring 'lock down' the person witnessing the incident must try to notify the manager/deputy manager (person in charge) to raise the alarm. The manager/Deputy manager will determine the risk and the need for 'lock down'. The whistle will be blown, 3 sharp blasts, and the emergency services will be called.

### **Movement around the building.**

- All children, staff, visitors will remain in the room that they are in, if safe to do so.
- If the children are outside playing, staff are to promptly direct the children into the building, if it is safe to do so.
- If it is **not** safe to remain in the current room, the staff are to direct the children to the upstairs play room, if safe to do so.

When children are gathered, they are seated on the floor away from the windows.

- All windows must be closed, blinds drawn.
- Staff will make every safe efforts to close and lock rooms.
- All lights are to be turned off.
- Staff must try to ensure, as best as possible, that the children are kept calm and as quiet as possible.
- Staff are to keep alert to the emotional needs of the children, singing quiet songs, games or using the tablets to keep the children engaged.
- If possible doors must be barricaded, depending on the risk, and the phone kept to hand.

**Office: the manager/deputy manager or person in charge will stay in the office to man the phone and to deal with emergency services if required.**

Staff will follow the directives of the police as instructed or requested.

A register head count must be taken at this time, if the manager is in a different room, this must be done by the Room Leader.

### **All clear signal**

The 'All clear' will be signalled by the manager/deputy manager or the person in charge, when it is safe to do so.

That person will inform all concerned.

A log will be made of the incident, relevant authorities will be informed, parents notified and incident investigated.

**This policy was adopted on 4<sup>th</sup> April 2017**

**Signed by**

Rachel Lockwood  
Manager

Jo Gadsden  
Manager

**Reviewed date** April 2018