

**Lock Down Policy**

Reviewed November 2024

**Statement of Intent**

Brislington Village Preschool is committed to keeping all people who are attending or visiting our premises safe and secure.

**Aims**

In the event of an unauthorised person or persons trying to enter the church hall without permission then we will immediately instigate our Lock Down Procedures.

**Methods**

1. The **Manager, Deputy manager, or most senior member of staff present,** will immediately call **999** and collect the register, mobile phone, and medications box to take to our ‘safe place’.

1. The **Lead Practitioner** and remaining members of staff will blow the whistle (continuous blasts) and gather all the children together into our ‘Safe Place’ which is the main hall.
2. The blinds will be shut in the main hall.

4. One member of staff will count the children in the group whilst the **Lead Practitioner** quickly checks the premises for any other children.

1. Once we are sure that all of the children and staff members are accounted for we will lock ourselves into the main hall and await Police assistance.

**After the danger has passed and it is safe for us to leave our safe place we will –**

Gather the children onto the welcome mat where staff will reassure the children whilst the **Lead Practitioner** calls parents/carers to inform them what has happened.

**Ofsted and Early Years** will be informed of the incident within 24 hours of it happening.

This policy was adopted on 1st June 2017

Reviewed November 2024

This policy should be read in conjunction with our:

Fire Evacuation policy

Safeguarding policy

Although under constant review, an overall review date has been set for **September 2025**