Lockdown

**Lockdown Procedure**

We will use the lock down procedure when the safety of the children and staff is at risk and we will be better placed inside the current building, with doors locked, curtains/hatch doors and blinds are drawn.

We will activate this emergency procedure in response to a number of situations, but some of the more typical might be:

* A report incident or disturbance in the local community (with potential to pose a risk to staff and children in playgroup)
* An intruder on the playgroup site (with potential to pose a risk to staff and children in playgroup)
* A warning being received regarding a risk locally, of air pollution (smoke plumes, gas cloud etc.)
* A major fire or explosion in the vicinity of playgroup – as long as it is safer staying in the premises than leaving.

All individuals (including children) will remain in the area they are in, if safe to do so. If the children are outside, staff are to promptly and calmly direct children into the building, if this will not endanger them. Staff will make efforts to close and lock doors wherever safe to do so.

All individuals will keep away from the windows and doors and children will be occupied in an area of the room which is safest, or move to the backroom so they are not placed at risk or are able to see any situation developing outside.

The Manager/deputy will ensure all children, staff and visitors are accounted for and safe before returning to keep up to date with the current situation via updates.

The manager/deputy will manage the situation dependant on the situation and the information available. If playgroup is in immediate danger of an intruder, the police will be called as a matter of urgency. In other cases where the situation has been alerted by the police or local area authority then playgroup will await further instructions.

Once the all clear has been given externally the manager will issue the all clear internally. After this time the staff will try to return to normal practice to enable the children not to be disrupted or upset by the events.

Any children showing worries or concerns will have one to one time with their key person to talk about these or to be comforted.

Parents will be informed about the situation at the earliest safest opportunity and will be kept updated when the information changes. After the event a post-incident evaluation and report will be conducted to ensure that each

child and staff member was supported fully and the procedure went as planned.