

Peter Pan Playgroup Lockdown Policy

Peter Pan Playgroup recognises the potentially serious risks to children, staff and visitors in an emergency or harmful situations. However, in some situations advice will be to stay put (lockdown) rather than evacuate where there is a perceived risk of threat to the Playgroup, its staff, children, visitors, or property.

'Lockdown' of a building/group of buildings is intended to secure and protect occupants in the proximity of an immediate threat. By controlling movement in an area, emergency services can contain and handle the situation more effectively.

- The Manager/Supervisor assesses the likelihood of an incident happening based on their location.
- The Manager/Supervisor will check the police website for advice and guidance.
- Staff rehearse simple 'age appropriate' actions with the children such as staying low to the floor, keeping quiet and listening to instructions in the same way that fire procedures are practiced. Lockdown should be rehearsed and recorded termly.
- We follow any additional advice issued by the local authority.
- Emergency procedures are reviewed and added to if needed.
- Information about this procedure is shared with parents and all staff are aware of their role during 'lockdown'.
- A text/phone message is issued to parents when lockdown is confirmed suggested as follows:

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 to 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 vital that you speak to us.

Lockdown Procedures

If an incident happens the Manager/Supervisor acts quickly to assess the likelihood of immediate danger. In most cases the assumption will be that it is safer to stay put and place the setting into 'lockdown' until the emergency services arrive. As soon as the emergency services arrive at the scene staff comply with their instructions.

During 'lockdown'

- Staff and children stay in their designated area if it is safe to do so.
- Doors and windows are secured until further instruction is received.
- Curtains and blinds are closed where possible.
- A headcount is undertaken of all staff and children plus any visitors.
- Staff and children stay away from windows and doors.
- Children are encouraged to stay low, keep calm and will be occupied with a quiet activity or game.
- Staff do not make non-essential calls on the setting's mobile phone or call 999 again unless there is immediate concern for their safety, the safety of others, or they feel they have critical information that must be passed on.

The door will not be opened once it has been secured until the Manager/Supervisor is officially advised "all clear" or is certain it is emergency services at the door.

Following 'lockdown'

- Staff will cooperate with emergency services to assist in an orderly evacuation.
- Staff will ensure that they have the register and children's details.
- Staff or children who have witnessed an incident will need to tell the police what they saw. The police may require other individuals to remain available for questioning.
- In the event of an incident, it is inevitable that parents will want to come to the setting and collect their children immediately. They will be discouraged from doing so, but will be kept updated, until the emergency services give the 'all clear'. Staff will be always acting on the advice of the emergency services.
- A record is completed as soon as possible.

Further Guidance

Members of the public should always remain alert to the danger of terrorism and report any suspicious activity to the police on 999 or the anti-terrorist hotline: 0800 789 321. For non-emergency, call the police on 101.