



8.3 Lockdown Policy and Procedure

Policy statement

Woodlands Pre-school recognises the potentially serious risk to children, staff, volunteers and visitors in an emergency or harmful situation. A lockdown may take place where there is a perceived risk or threat to the pre-school and everyone inside.

Policy

Woodlands pre-school will ensure the safety to all those within the setting in the following situations.

- In the event that an unauthorised person(s) considered dangerous being on pre-school grounds.
- In instance including domestic breakdowns where estranged parties are attempting to remove a child.
- In instances where staff, students or volunteers within the pre-school become a treat to themselves or others.
- In the event that an intruder is identified in the school next door.

Procedure

We follow the **CLOSE** procedure.

C – Close all outside doors.

L- Lock up.

O – Out of sight and minimise movement.

S- Stay silent and avoid drawing attention.

E- Edure, be aware you might be on lockdown for some time

The following steps are the procedures for staff, volunteers and visitors to follow in an emergency situation.

This policy was adopted at a meeting of	Woodlands Pre-School	(name of provider)
Held on		(date)
Date to be reviewed	Autumn term 2019	(date)
Name of signatory		
Role of signatory (e.g. chair, director or owner)	Chairperson	