



01 Health and Safety Procedures

01.21b Lockdown Procedure

Stepping Stones Pre-school recognises the potentially serious risks to children, staff and visitors in emergency or harmful situations. A lockdown may take place where there is a perceived risk of threat to the pre-school, its staff, children, visitors, or property. A lockdown will be initiated by a member of activating one of the 3 personal attack alarms situated:-

- 1) On a hook on the pillar in the office
- 2) On a hook next to the inside of the door to the Caterpillar room
- 3) On a hook next to the inside of the door to the Butterfly room

OFFICE AREA:-

On hearing/activating the alarm staff situated in the office are to take the office phone and head to the Butterfly room immediately.

CATERPILLAR ROOM:-

Staff will move the children out of sight to the kitchen, taking the room phone and register. The senior staff member will lock the room door, close the windows and blinds then make their way to the kitchen.

BUTTERFLY ROOM:-

Staff members are to take all of the children to the corner of the Art area, taking the register and room phone, pulling units or tables in closer to form a barricade if possible. The senior staff member will instruct a staff member to check the toilets, turn off the lights, close the windows and blinds, then make their way to the Art area.

MANAGER OR DEPUTY:-

On hearing the alarm the Manager, or Deputy if the manager is not on site, will check the office area and corridor for any staff or children, take the fire bag, containing the preschool mobile and emergency contact list and head into the Butterfly room locking the door behind them. (Emergency contact lists are also situated inside the art filing cupboard and on the inside of the overhead kitchen cupboard on the far right) The Manager, or Deputy will immediately call 999 (or 101, Thames valley police) and if appropriate the Chairperson. The senior staff member will intercom the other room to check that everyone is accounted for. Everyone will remain out of sight until further instructions are received from the emergency services. The staff will attempt to keep the children as quiet and calm as possible until the dangerous situation is over. Once completely sure that the danger is over, everyone will leave their safe place and continue their activities as far as possible.

If it is necessary to vacate the premises staff will complete a headcount and walk all children to The Meadway Sports Centre, completing a register on arrival. The Manager, or Deputy will phone the parents/carers and the chairperson (if not already contacted), to inform them of the incident. Records will be made of the event and actions taken will be recorded in our incident folder. Ofsted and Early years will be informed within 24 hours of the incident occurring.