



Emergency LOCKDOWN Policy

At the Tithe Barn Preschool, we take the safety of our children and staff very seriously. Therefore, a Lockdown procedure has been put into place which will be used in response to an internal or external incident which could be a threat to our safety.

The Lockdown procedure may be activated in response to any number of situations, these may be:

- A reported incident or disturbance in the local community
- An intruder on site
- A warning being received regarding a local risk of air pollution e.g. smoke plume, gas cloud, etc.
- A major fire in the surrounding buildings to the Tithe Barn
- The close proximity of a dangerous dog roaming within the grounds of the Tithe Barn

Procedures

In the event of an **Immediate Threat** (e.g. attack) the preschool will go into **Full Lockdown**:

- Staff to gather children at the back of the school room, close to the store cupboard
- Staff to double-lock the school room doors, patio doors, close the blinds, turn off lights
- Use tables/large equipment to build a barrier around the children and staff
- Call 999
- **DO NOT** answer the door to anybody unless official identification is shown e.g. Police

In the event of a lesser threat (e.g. air pollution) the preschool will go into **Partial Lockdown**:

- Staff to gather children inside the school room
- External doors and windows to be closed/locked
- Staff to follow advice from Emergency Services as to when it is safe to evacuate the building/return to normal

Notifying Parents

A message will be sent via text message/email/Facebook that:

“The Tithe Barn Preschool is on Full/Partial Lockdown”

Parents need to be aware that:

- The preschool understands parent’s concerns for the welfare of their child and that we are doing everything possible to keep their child safe
- Please **DO NOT** call/text preschool. The phone lines need to be kept clear for the Emergency Services
- Please **DO NOT** come to collect your child. This could interfere with the Emergency Services or put yourself in danger
- Wait for a message via call/text/email/Facebook that it is safe to come and collect your child

Written May 2017

Review September 2017

Signed: