**Lockdown Procedure**

‘If a trespasser threatens the premises, and any persons within them, the setting ‘**Lockdown procedure’ must be activated**.

**STEP 1 – GO IN**

**STEP 2- STAY IN**

**STEP 3 TUNE IN**

Lockdown roles and responsibilities

**Beforehand:**

Manager

1. Ensure there is a clear unambiguous signal which will alert all staff to a Lockdown, while at the same time not necessarily agitating the trespasser, if that is the nature of the alert. **Signal= Whistle blown.**
2. Ensure that the lockdown procedure is posted on the Health, Safety and Wellbeing Notice Board and other key locations.
3. Allocate Key roles and ensure deputies for those staff in case of absence. Ensure the Lockdown procedure is rehearsed at a frequency that reflects local risk assessment, but at a minimum of twice per year.
4. Update staff with information on emergency services exercises, disputes with parents/carers, custody cases, banning cases etc. This must be done on a regular basis.
5. Inform appropriate interested parties and parents/carers of the procedure they should follow in the event of a Lockdown e.g. If there is an incident, possibly a large fire in a nearby area, do not come for your child at the setting as you may be putting yourself at risk. We will keep all the setting doors/windows firmly shut. We will keep your children safe. Do not phone the setting as we will be using the telephone for communicating with the authorities. Listen to the local radio for further information. (Also see During Lockdown 1)

**On hearing the Lockdown signal: a whistle will be blown.**

Staff outside the building, without panic but with due urgency:

1. Usher all inside to go to their rooms, unless unsafe to do so, and then an alternative should be communicated.
2. Check that there are none who miss the signal as they are in hidden areas etc.
3. Close and lock doors, (keys kept on a hook by all doors) windows and other potential access points.

Staff inside the building

1. Remain by external doors until they are locked and supervised.
2. Take on allocated duties or proceed to own room.
3. Lock external room’s doors and close windows.
4. If smoke, noxious fumes etc. –turn off ventilation fans.
5. Move away from windows if appropriate and pull-down blinds.
6. Obtain calm.
7. Conduct a roll call.
8. If appropriate and safe to do so, send headcount to the Manager.
9. Embark on normal activity.
10. Await further instructions or confirmation that the incident has concluded.

Admin

1. Go to main entrance.
2. Ensure door security and view any CCTV images if system is present.
3. Ensure any communication devices are activated and in use to agreed protocols.
4. Ring off site locations to ensure awareness.
5. Open the Emergency box/rucksack/bag/crate.

Manager (or person in charge)

1. Take command and control and ascertain cause of alert.
2. Ensure emergency services and if appropriate, security services are contacted.
3. Ensure that procedures have been activated and completed.
4. Receive headcount and situation reports.
5. Ensure occupants are moved away from potential hazards e.g. from the side of the building facing a fire or potential explosion, and in storms away from chimneys, skylights etc.
6. Inform the CYPS Emergencies officer.

**During Lockdown:**

Manager (or person in charge)

1. **Agree activation of an appropriate response to anxious telephone calls, with responding staff to include:**

“Please do not come to the site, you may put yourself and those here at risk. We will keep all our doors, windows etc. firmly closed and occupants safe, If you insist on coming to the site we will not let you in.”

1. **NB:** It will be necessary to have a contingency plan for those who ignore and challenge these instructions. The safety of yourself and the majority must be your prime concern. However, you may have to release individuals in a manner that does not let potentially contaminated people or contamination in, e.g. quickly allowing exit through controlled downwind door.
2. Liaise with CYPS Emergencies officer.

**After Lockdown:**

Manager (or person in charge)

* Liaise with CYPS Emergencies officer regarding any necessary on-going support and actions.
* Review lessons learnt from the incident with appropriate