

Safeguarding and Welfare Requirement: Safety and suitability of premises, environment and equipment

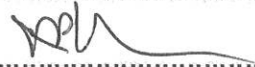
Providers must take reasonable steps to ensure the safety of the children, staff and others on the premises in the case of fire or any other emergency.

Lockdown Policy

Date: 26 APRIL 2021

Role of Signatory: CHAIRMAN

Date of Next Review: APRIL 2022

Signed on behalf of St George's: 

Name of Signatory: ADRIAN CROUCH

Policy statement

To secure the safety of children, staff, and visitors in the event of a threat.

Procedures

If a threat occurs the following procedures will occur:

- A member of staff will use the telephone system by entering *99899 on any of the phones at St George's and will alert every room, a message saying 'Lockdown' will appear on the phones. All Managers make their way to the main office, all Senior Childcare Leaders and staff make their way to their rooms.
- Managers will check the garden and lock the back door.
- Call 999 giving as much information as possible.
- In the event of receiving an alert from the emergency services we will follow their instructions.
- When emergency services arrive staff will comply with instructions given.

Upon alert to lockdown:

- Stay calm
- Ensure staff and children stay in their designated areas. Stay in the room you are working in, secure all doors and windows and await further instructions.
- Close curtains and blinds where possible.

- Stay away from windows and doors.
- Stay low and keep others calm.
- Tune in to a local TV or radio station for more information.
- Do not make any non-essential calls on mobiles or landlines.
- If the fire alarm is activated, remain where you are and await further instruction from emergency services unless the fire is in your area, in which case, move to the next room/area following your usual fire procedures.
- Regular lockdown rehearsal is carried out with children in an age-appropriate way and recorded.

Be alert:

- Do not open the door once it has been secured until you are officially advised 'all clear' or are certain it is emergency services at the door.

Following the lockdown:

- Co-operate with the emergency services to help in an orderly evacuation.
- Ensure the Senior Childcare Leader has the register.