



Willow Tree Pre-School
The Green
Deanshanger
Milton Keynes
MK19 6HJ

Tel: 01908 571252
Mob: 07979736791

Pre-School leader: Rebecca True
e-mail : willow_tree@hotmail.co.uk
www.willowtreepreschool.co.uk
Registered Charity No (1130575)

Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment

Providers must take reasonable steps to ensure the safety of children, staff and others on the premises in the case of fire or any other emergency, and must have an emergency evacuation and lock down procedure

8.6a Lockdown Procedure

Policy statement

We ensure that all persons who use our premises will be kept safe and away from harm caused by any potential external threat. Where necessary we will take the advice of the emergency services to advise and guide.

The likely scenarios in which Lockdowns may be necessary are:

- An intruder on Willow Tree or School premises with the potential to pose a risk to staff and Children.
- A reported incident in the locality with the potential to cause a major risk to staff and children.
- A warning being received by the school from the emergency services of serious air pollution.
- A parent, care, family member known to Pre-School that is angry and poses a risk to others, or indeed a child.
- A dangerous or potentially scary animal running loose on the pre-school or school premises.

Procedures

In the case of having to implement Willow Tree Pre-School Lockdown procedure, the whistle will be blown in short shrill blasts.

All pre-school staff will then:

- Gather all the children and adults into the book corner. The most senior member of staff will collect the mobile phone and contact details folder to bring to the book corner. A roll call will be taken using the daily register.
- Lock all doors and close all windows and blinds
- Keep everyone away from the windows and doors
- Do not allow anyone to leave the book corner during lock down
- Keep children calm by reading stories and playing quiet activities
- The most senior member of staff is to contact emergency services and alert Primary School of the situation
- In the event of an intruder being on Willow Tree premises we will go straight to the primary school, year 6 block.
- The all clear must be given before the book corner can be left.

Any Lockdown procedure that has been implemented must be recorded detailing date, time and cause of lockdown along with which emergency service attended (if any) and results of their attendance. The time the all clear was given must also be recorded.

Legal framework

- The Management of Health and Safety at Work Regulations (1999)

Further guidance

This policy was adopted at a meeting of	Willow Tree Pre-School	<i>(name of provider)</i>
Held on	_____	<i>(date)</i>
Date to be reviewed	_____	<i>(date)</i>
Signed on behalf of the provider	_____	
Name of signatory	_____	
Role of signatory (e.g. chair, director or owner)	Chairperson	
