

## **Woodhall Farm Pre-school**

### **Lock Down Procedure**

In the event that a person or persons enter the building and could be a threat to the safety of the staff and children at Woodhall Farm Pre-School the following procedure will take place:

1. Staff to use the codeword 'LOCKDOWN' to notify the manager and other staff of the danger.
2. Staff and children to assemble in the Kitchen area.
3. The manager to get the phone, register and keys and bring into the Kitchen.
4. The manager to lock the Kitchen door
5. The manager to ring 999
6. Register to be checked to make sure all children and staff are present.
7. Keep children calm and safe, sit on floor and keep children as quiet as possible.
8. Remain in the Kitchen area until police tell us it is safe.
9. After the event the manager to notify all parents.
10. A lockdown drill will be practised termly.

In the event that a person or persons are on the field adjacent to the playgroup garden and may be a threat to the safety of the staff or children at Woodhall Farm Pre-School the following procedure will take place:

1. Staff to use the codeword 'LOCKDOWN' to notify the manager and other staff of the danger.
2. Staff to immediately bring the children into the building- crawling
3. One member of staff to alert the manager to the danger.
4. The manager to ring 999
5. One member of staff to secure the garden door and ensure that the hall door is locked.
6. Staff to shut all windows and pull blinds closed.
7. Staff to ensure that children stay away from the windows and doors and the children are kept calm and safe. We may crawl quietly into the Kitchen area if we felt we needed too.
8. Remain in the room or Kitchen area until police tell us it is safe.
9. After the event the manager to notify all parents.
10. A lockdown drill will be practised termly.

Policy update by The Woodhall Farm Pre-school 01/04/2021

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