**Health and Safety**  

**Lock Down**

“Go In, Stay In, Tune In”

Mayfield Pre-School recognises the potentially serious risks to children, staff and visitors in emergency or harmful situations. A lockdown may take place where there is a perceived risk of threat to the pre-school, its staff, children, visitors or property. Where possible, the Pre-school will act to ensure the safety of all personnel in the setting in the following situations:

* In the event that unauthorized person(s) considered dangerous, are on school grounds.
* In Instances included domestic breakdowns where estranged parties are attempting to abduct children.
* In instances where personnel, students, volunteers or staff from within the setting become a threat to the well-being of others.
* In emergency situations within the environment of the setting where there is potential risk from spills or poisonous fumes.

A lockdown will be initiated by a recognisable 1 long ring whistle blow.

Lock down procedures will be practiced from time to time to ensure that staff and children are familiar with them.

**Roles and Responsibilities:**

 **STAFF OUTSIDE** the building, without panic but with due urgency

1. Usher all children inside to go their rooms, unless unsafe to do so when an alternative should be communicated (to move to green shelter, or through side gate to the adjacent primary school).

2. Check that there are none who miss the signal as they are in ‘hidden’ areas etc., do a head count.

3. Close and lock doors, windows and other potential access points.

 **STAFF INSIDE** the building

1. Remain by external doors until all children and staff from outside are safely in. Check doors are locked and supervised.

2. Shut internal room’s doors, close windows.

3. Move away from windows if appropriate and pull down blinds

4. Get children to ‘agreed’ safe areas – the disabled toilet (changing area), book corner and carpet area (if no threat from playpark side), office, or toilet area (if threat not near front lobby).

5. If safe to do so, take a headcount and call the register

6. Await further instructions or confirmation that the incident has concluded.

**Deputy / Session lead**

1. Go to main entrance/control point

2. Get outdoor bag (emergency first aid kit), register and any medication for children.

3. Ensure door security

4. Ensure any communication devices (preschool mobile or phone) are activated and in use to agreed protocols

5. Call Primary school if threat posed also poses threat to them (01435 873185).

**Manager**

1. Take command and control and ascertain cause of alert.

2. Ensure Emergency Services are called and line is kept clear for contact with them.

 3. Ensure that procedures have been activated and completed – with deputy/session lead, all staff and all children are accounted for.

4. Receive headcount and ensure all are safe.

5. Ensure occupants are moved away potential hazards e.g. from the side of the building facing fire or potential explosion and in storms away from walls of buildings.

6. Remain in safe locations until receiving all clear from emergency services.

7. Give the ‘all clear’ to staff.

8. Inform parents of incident.