

Lockdown Procedures

Staff will move the children to the safest place, securing all doors, windows and blinds and ensuring they have the Pre-school mobile phone and register with them.

The Manager (or deputy) will complete a head count of the children whilst another member of staff quickly checks the premises for any other children.

Everyone will remain out of sight until further instructions are received from the emergency services.

The staff will attempt to keep the children as quiet and calm as possible until the dangerous situation is over

ONCE THE DANGER HAS PASSED

When we are completely sure that the danger is over, we will leave our safe place and continue our activities as normal as possible.

The Manager will phone parents/carers and owner (if not already contacted), to inform them of the incident.

Records will be made of the event and actions taken will be recorded in our incident book.

Ofsted and Early years will be informed within 24 hours of the incident occurring.

Our Lockdown Code is "Geoffrey".