DITTON CHURCH
PRE-SCHOOL

Next date for review:	September 2022

Ditton Church Pre-School Procedure

for Lockdown due to a high security threat

Key Details

Ditton Church Pre-School Management Committee Chairperson:

Rev Ross Terranova

Pre-School Supervisor and Designated Safeguarding lead:

Wendy Caldicott

Pre-School Deputy Supervisor: Amy Lee

Deputy designated safeguarding lead: Alison Pestell

Designated Health and Safety Representative:

Lynette Taylor - Pre-School Practitioner

This policy will be reviewed annually. It will also be revised following any concerns and/or updates to national and local guidance or procedure

Policy Aims & Outline

- To ensure Ditton Church Pre-School staff and community are aware of the circumstances that would lead to a lockdown and the steps they would need to follow
- In the event of an incident, 'lockdown' of a building is an emergency procedure to secure and protect occupants near an immediate threat. By controlling movement in an area, emergency services can contain and handle the situation more effectively

Be Prepared

- We will ensure all staff have read, understood and signed this policy and are aware of their role in a lockdown scenario

Immediate Action

Whoever first becomes aware of the concern would alert all staff that we have a **"CODE BLUE"**

- Staff will immediately bring all children indoors and take them to the lounge, where all staff will remain with them and attempt to keep children calm and quiet
- The supervisor will ensure that the evacuation pack and the Pre-School telephone is taken with them.
- All doors would be locked and curtains and blinds closed
- The manager of the Pre-School, Wendy Caldicott, and the management team must act quickly to assess the likelihood of immediate danger
- Wendy Caldicott, or a member of the management team on shift if Wendy Caldicott is not present, will call emergency services and provide them with the details and threat level
- The assumption should normally be that it is safer to stay put and wait for emergency services. Then, the team can follow their instructions

Communication with Parents

- We will ensure our Lockdown procedures, especially arrangements for communicating with parents, are routinely shared with parents via the Pre-School website
- In the event of an actual lockdown, it is strongly advised that any incident or development will be communicated to parents as soon as it is practicable. Parents will be given enough information about

what will happen so that they are reassured that Pre-School understands their concern for their child's welfare, and that we are doing everything possible to ensure the children's safety

- This is our suggested wording when sending a message to the parents:

  'Due to an incident we have been advised by the emergency services to secure the premises and stay put until we are given the 'all clear'. We are in Lockdown. Please do not attempt to collect your child until it is safe to do so. As soon as it is possible we will let you know when that is likely to be. In the meantime, we need to keep our telephone lines clear and would appreciate your cooperation in not calling unless it is absolutely vital that you speak to us.'

- We will use the existing systems we have in place for sending group messages, such as social media, text, emails
- We will make it clear to parents that we are acting on the advice of the emergency services and that they should also

During Lockdown

- It is important to stay low and remain calm and not open any doors or windows until the official 'all clear' is given by the emergency services at the door
- Do not call emergency services again, unless the concern for immediate safety has escalated, or there is more critical information to give
- When, and if, possible we will contact the parents using our pre-arranged methods (listed below)

After Lockdown

- Co-operate with emergency services to assist in an orderly evacuation
- Ensure that any staff or children who witnessed the incident speak to the police about what they saw
- Ensure that the register and children's details are with staff and that parents are contacted with update/collection information regarding their children

Threat Levels

- Threat levels are designed to give a broad indication of the likelihood of a terrorist attack. They are as follow:
  - LOW: An attack is unlikely
  - MODERATE: Attack is possible but not likely
  - SUBSTANTIAL: Attack is a strong possibility
  - SEVERE: Attack is highly likely
  - CRITICAL: Attack is expected imminently

Contact Details

- Members of the public should always remain alert to the danger of terrorism and report any suspicious activity to the police on 999. They can also use the anti-terrorist hotline 0800789321. For non-emergency calls use 101
- For more information on this subject, please visit https://www.gov.uk/terrorism-national-emergency/national-emergencies

This policy was adopted by the:	Ditton Church Pre-School Management Committee
Date:	September 2021
Signed on behalf of the Management Committee:	----------
Role of signatory:	Chair of Management Committee
Next review date:	September 2022

WHAT SHOULD YOU DO IN THE UNLIKELY EVENT OF A TERRORIST ATTACK?

RUN

- If there is a safe route, run.
- Insist others go with you.
- Don't let them slow you down.
- Leave your belongings behind.

HIDE

- If you can't run, hide.
- Find cover from gunfire.
- Lock the door and barricade yourself in.
- Move away from the door.
- Be very quiet and silence your phone.

TELL

- Dial 999 when you are safe.
- Give your location.
- Give the direction the attacker is moving in.
- Give as much information as you can.
- Can you safely stop others from entering the area?