



## Lockdown Procedure

It is a sign of our times that we may, at some time, be subject to an emergency or security threat. In view of this we have introduced the following procedures to be followed if the pre-school comes under threat.

### **If the threat is low or moderate**

- the blinds will be drawn and the children will be kept as quiet as possible whilst we carry on with our normal session
- the outside door will not be opened unless we are advised to do so by the police
- if necessary we will advise you of the incident using the Pre-school email  
Although we appreciate you will be worried you must not telephone us as it will be necessary for us to keep telephone lines open at all times.

### **If the threat is substantial, severe or critical**

- the blinds will be drawn and the lights turned off
- staff and children will be moved to the area towards the back of the hall nearest the kitchen and kept in that area where they will have access to water and food as well as toilet facilities
- the outside door will not be opened except on police advice
- you will be advised of the incident by Pre-school email. Parents must not telephone or arrive at the pre-school to collect their child unless advised to do so
- children will only be allowed out of the building when we are assured by the emergency services that the area is safe

In either of the above cases, if the children are outside the building they will quickly be taken inside and the procedures above will be followed.

If the pre-school session is in the downstairs room the blinds will be drawn and the children will remain in the downstairs room.

The policy was reviewed by Kingsdown Pre-school on 12.04.22 It will be reviewed annually or sooner if required.

Signed on behalf of the Pre-school A.Bridges  
Chairperson Kingsdown Pre-school Committee