

## Emergency Lockdown Procedures Policy

Stanmore Montessori 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.

A lockdown may be initiated by Emergency Services or by a member of staff. If initiated by a member of staff a whistle will be blown to gather all of the children together and take them inside the school room as quickly as possible. If an emergency happens the setting manager/Leader must act quickly to assess the likelihood of immediate danger. In most cases the assumption should be that it is safer to stay put and place the setting into 'lockdown' until the emergency services arrive.

The Leader or Deputy will immediately call 999 then follow Lockdown procedures below.

If the lockdown is initiated by Emergency Services then staff will follow the procedures below before informing parents with the agreed lockdown message.

### Lockdown procedures

Staff will move the children from all areas of the premises to the school room and as out of sight as possible to the home-corner area. All doors and windows to the school room will be locked. The nursery mobile phone and register must be taken by the Leader.

The Deputy will complete a head count of children whilst the Leader quickly checks the premises for any other children.

If it is deemed by the Manager/Leader that it is not safe for children in the Hall to move to the school room then staff in the Hall must stay with children safely using tables and chairs to barricade the doors.

Everyone will remain out of sight, as far as is possible, until further instructions are received from the emergency services.

All staff will comply with the wishes of the Emergency services.

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

Parents will be informed by email or WhatsApp with the following message:

***“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’. Please do not attempt to collect your child until it is safe to do so. We will let you know as soon as we are able 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.”***

If Emergency Services require evacuation of the premises staff will co-operate with the emergency services to help with an orderly evacuation. The Evacuation Pack which includes the register must be taken by the Deputy/Leader so that children's details are available.

#### Once the danger has passed

When the Leader/Manager are completely sure that the danger is over, and if advised by Emergency Services, then staff will leave the safe place and continue activities as far as possible.

The Leader/Manager will contact the parents/carers/other staff members by email/Whatsapp 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.