Jack and Jill Childcare…

*where children can explore, create and discover the colour of dreams*

***Lockdown Policy:***

***Our primary aim as an early years and childcare setting is the safety and wellbeing of the children, to support us in achieving this we have many policies in place, including how we would respond to a potential incident either in the community or directly affecting the setting.***

***This lockdown policy is designed to support staff in safeguarding children from a variety of potential hazards that may arise, these may include:***

* ***A reported incident in the local community/ civil disturbance***
* ***An intruder on site***
* ***A warning being received regarding a local risk of air pollution, including chemical, biological or radiological contamination.***
* ***A major fire in the vicinity of the setting***
* ***The close proximity of a dangerous dog/ animal roaming loose***

***Depending on the hazard/circumstances the setting will initiate a partial or full lockdown.***

***The lockdown alert***

***The senior manager on site will initiate and manage the lockdown. The signal will be a whistle or call (while we are all in one area) if during after school club (using two rooms) the walking talkies will be used to communicate the signal to the other room. The words ‘ lockdown one/two’ will be used to signal that action is needed. The fire alarm will not be used to avoid potential confusion.***

***Partial Lockdown***

***Partial lockdown will be initiated using the words ‘Lockdown one’. In a partial lockdown staff and children must remain the setting building and all doors leading to outside must be locked. No one can be allowed to enter or leave the building; however, a normal daily routine should continue if practicable to do so.***

***Where necessary the lockdown status will be communicated to parents via email, telephone or ParentZone App.***

***Full Lockdown***

***Full lockdown will be initiated using the words ‘lockdown two’. This signifies a significant threat to the setting and the aim is for the setting and all it’s rooms to appear empty.***

***Immediate action to be taken:***

* ***All children and staff to stay in their rooms and move to the nearest secure point.***
* ***All outside activity to cease and children and staff return to the building***
* ***External doors locked. Classroom doors locked / closed and barricaded***
* ***Windows locked and blinds drawn, internal door windows covered***
* ***Children and staff to sit out of sight and where possible in a location that would protect them from gunfire as much as possible.***
* ***Turn off all lights and computer monitors.***
* ***All mobiles set to silent with no vibrate***
* ***A register to be taken of staff and children in each room/space – communicate this information with the senior manager.***
* ***Stay calm and quiet until further instructions are given***

***During a lockdown phones will not be answered, all doors are locked, and nobody can enter or leave the site. Parents should not come to the setting until the incident has been resolved.***

***We will keep parents informed as best we can, using email. Phone or Parentzone App where possible.***

***Parents and carers must not try to contact the setting during the ‘lockdown’***

***Staff, children and visitors will not be allowed to leave the setting until the lockdown has been declared over by the senior manager, or emergency services***

***This policy was adopted by Jack and Jill Childcare at a meeting held on 2nd October 2024 and is signed on behalf of the trustees by Lynne Batchelor (Chairperson)***

***Signed: Date:***

***Appendix 1***

Dear Parents and Carers

***Re: Emergency Lockdown Procedures***

Our aim as an early years and childcare setting is the safety and wellbeing of the children, to support us in achieving this we have many policies in place, including how to respond to a potential incident neither in the community or directly affecting the setting.

One of these policies is our ‘lockdown’ procedure, the aim of this policy is to support our staff in safeguarding children from a variety of potential hazards that may arise, these include:

1. A reported incident, disturbance in the local community;
2. An intruder on the site;
3. A warning being received regarding local risk of air pollution (smoke plume, gas cloud etc);
4. A major fire in the vicinity of the setting;
5. The close proximity of a dangerous animal.

Our procedure aims to minimise disruption to the learning environment whilst ensuring the safety of all children and staff.

In the event of an emergency that requires the setting to be locked down the following actions may be taken, please note this is not an exhaustive list and is being provided as a summary only, exact actions will depend on the incident:

* Staff will ensure all children are inside the setting building and lock any outside doors and close windows that may be open;
* If children are outside, staff will bring them back into the building;
* A register will be taken and any child not present will be notified to senior staff who will arrange locating the child;
* Staff will ensure all external doors are closed and secured
* Emergency services will be notified
* A message will be sent to parents and carers via our normal systems to advise of the emergency
* Children will not be released from the setting until the all clear is given
* Parents and carers ***MUST NOT*** try to contact us or come to the setting until the all clear has been given. This can both block essential routes of communication and disrupt the emergency services.

We will regularly carry out emergency drills with staff to ensure they are clear on what to do and engage the children with listening activities to ensure they are ready to listen and follow instructions.

In the unlikely event that we need to put this procedure into action we need to ensure that parents are aware of the arrangements as outlined above.

Jack and Jill Childcare Trustees