**LOCKDOWN PROCEDURE**

**Go In, Stay In, Tune In**

St Teath Pre-School 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. Where possible, the Pre-school will act to ensure the safety of all personnel in the setting in the following situations:

. In the event that unauthorized person(s) considered dangerous, are on Pre-school  
grounds.

. In Instances included domestic breakdowns where estranged parties are  
attempting to abduct children.

. In instances where personnel, students, volunteers or staff from within the setting become a threat to the well-being of others.

. In emergency situations within the environment of the setting where there is potential risk from spills or poisonous fumes.

A lockdown will be initiated by a recognisable signal of 3 whistle blows. Lock down procedures will be practiced from time to time to ensure that staff and children are familiar with them.

**Practices and Procedure:**

Follow the **CLOSE** Procedure.

Close all windows and doors.  
Lock up.  
Out of sight and minimise movement.  
Stay silent and avoid drawing any attention.  
Endure. Be aware that you may be in Lockdown for some time.

The following steps provide guidelines for staff, students, and visitors in an emergency situation:

1. On hearing the lock down signal the Pre-School Manager and/or Deputy will  
call for assistance using 999.  
2. Staff will ensure the front outer door is locked (this is kept locked at all times) any internal doors that can be locked and the back fire door.

3. Three (3) long whistle blows will signal lockdown procedures to take effect  
immediately.

**In the setting:**

Upon hearing the Lockdown signal, these steps will be followed:

1. Staff to guide all children into the staff bathroom. Staff to secure all  
   windows and doors. Instruct children to move into the staff bathroom and keep them calm. If anyone is outside, call them in.
2. Collect first aid box, register & phones.
3. Do a head count immediately & call register.
4. Supervise, ensuring everyone remains out of sight and are sitting quietly.
5. No one should be allowed out of the room or safe area during a lockdown  
   procedure.
6. Remain in lockdown until the all-clear has been given by the police.