



Ladybird Forest Pre-School



Safeguarding and Welfare Requirements: Safety and Suitability of Premises, Environment and Equipment

8.2 Emergency and Lockdown

Policy Statement

At Ladybird Forest Pre-School, we take the safety and welfare of the children in our care extremely seriously. As such we have safety procedures in place to ensure children are safe whilst within our care. We understand that we need to plan for all eventualities to ensure the health, safety, and welfare of all the children we care for and within this policy set out the procedure to be followed in the event of:

- Flood
- Fire
- Burglary
- Abduction or threatened abduction of a child
- Bomb threat/terrorism attack
- Any other incident that may affect the care of the children in the Pre-School
- Incidents requiring use of lockdown procedure

Procedures

- If any of these incidents impact on the ability of the Pre-School to operate, we will contact parents via phone, email, and local authority school closure site. Parents will be informed about the situation at the earliest safest opportunity and will be kept updated when the information changes.
- Should the Pre-School be assessed as unsafe through flooding, fire, or any other incident we will follow an operational plan (kept in the black folder) and provide care in another location.
- After the event, a post-incident evaluation will be conducted to ensure that each child and staff member was supported fully, and the procedure went as planned.



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Flood

- We ensure that regular checks and maintenance of the water systems and pipes are monitored.
- If flooding occurs during the pre-school day, the Manager/Deputy will make the decision based on the severity and location of the flooding, and it may be deemed necessary to follow the emergency evacuation procedure within the Fire Safety and Evacuation policy.
- In this incident, the children will be escorted to Russell Lower School or the Methodist Church and kept safe and parents will be notified.

Fire

Please refer to the Fire Safety and Evacuation policy.

Burglary

- The Management/Named Lead of the Pre-School follow the Pre-School closing check list and ensure all doors and windows are closed and locked before vacating the premises.
- The Management/Named Lead will always check the premises in the morning, and should they discover that the Pre-School has been broken into they will follow the procedures below:
 - Dial 999 with as many details as possible, location, what they have found and emphasise this is a pre-school and children will be arriving soon.
 - Contain the area to ensure no one enters until the police arrive.
 - Staff will aim to inform parents before arrival and email all parents when the Pre-School is operational again.



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Abduction or threatened abduction of a child

- Staff must always be vigilant and report any persons lingering around the Pre-School premises including the outside boundaries immediately.
- All gates into the Pre-School prior to the children going outside will be made secure, and all doors will be secure when all children are inside the premises.
- Visitors are not permitted inside the Pre-School without prior arrangements and will not be allowed onto the premises without checking their ID beforehand.
- Children will only be released into the care of a parent, carer or adults who are authorised person (an adult authorised by the parents to collect their child from the setting, for example a childminder or grandparent) as per our Drop Off and Collection policy and Uncollected Child policy.
- Parents are requested to inform the Pre-School of any potential custody battles or family concerns so the Pre-School can support the child and where necessary, their family. As per our Drop Off and Collection policy the Pre-School will not restrict access to a parent with parental responsibility unless there is a legal reason or safeguarding issue, of which the Pre-School has been made aware of, preventing the child being collected by a particular parent.
- If a member of staff witnesses an actual or potential abduction from the Pre-School the following procedures will be followed:
 - The police must be called immediately
 - The staff member will notify the management team immediately and the Manager/Deputy/Lead on duty will take control.
 - The parent(s) will be contacted
 - All other children will be kept safe and secure within the Pre-School and calmed down where necessary
 - The police will be given as many details as possible including details of the child, description of the abductor, car registration number if used, time and direction of travel if seen and any family situations that may impact on this abduction.



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Bomb threat/terrorism attack

- If a bomb threat is received at the Pre-School, the person taking the call will record all details given over the phone as soon as possible and raise the alarm as soon as the phone call has ended.
- The management will follow the emergency evacuation procedure within the Fire Safety and Evacuation policy to ensure the safety of all on the premises and will provide as much detail to the emergency services as possible.
- In this incident, the children will be escorted to Russell Lower School or the Methodist Church and kept safe and parents will be notified.

Other incidents

- All incidents will be managed by the Pre-School Manager/Deputy/Lead on duty and all staff will co-operate with any emergency services on the scene.
- Any other incident that requires evacuation, the emergency evacuation procedure within the Fire Safety and Evacuation policy will be followed.
- Other incidents will be dealt with on an individual basis considering the effect on the safety, health and welfare of the children and staff in the Pre-School.

Lockdown procedure

- We will use the lockdown procedure when the safety of the children and staff is at risk and we will be better placed inside the current building. Some of the more typical situations when this procedure might be used include:
 - A report incident or disturbance in the local community (with potential to pose a risk to staff and children in the Pre-School)
 - An intruder on the Pre-School site (with potential to pose a risk to staff and children in Pre-School)



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- A warning being received regarding a risk locally, of air pollution (smoke plumes, gas cloud etc.)
- A major fire or explosion in the vicinity of the Pre-School - if it is safer staying in the premises than leaving.
- 'Lockdown' of premises can either be **full** or **partial** depending upon the nature and severity of the perceived risk. Signal for:
 - partial lockdown involves continuous whistle blow
 - full lockdown involves Panic Alarm (situated within the Pre-School playground)
- All individuals (including children) will remain in the area they are in, if safe to do so.
- If the children are outside, staff are to promptly and calmly direct children into the building, if this will not endanger them.
- Staff will make efforts to close and lock doors wherever safe to do so.
- All individuals will keep away from the windows and doors and children will be occupied in the centre of the room, so they are not placed at risk or are able to see any situation developing outside.
- All blinds will be closed if safe to do so.
- The Pre-School Manager/Deputy/Lead on duty will ensure all children, staff and visitors are accounted for and safe before returning to the office area to keep up to date with the current situation via updates.
- The Pre-School Manager/Deputy/Lead on duty will manage the situation dependant on the situation and the information available.
- If the Pre-School is in immediate danger of an intruder, the police will be called as a matter of urgency.
- In other cases where the situation has been called through by the police or local area authority, the Pre-School will await further instructions.
- Once the all clear has been given externally, Pre-School Manager/Deputy/Lead on duty will issue 'all clear' signals/instructions internally (three short whistle blows).



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- After this time, the staff will try to return practice to normal to enable the children not to be disrupted or upset by the events.
- Any children showing worries or concerns will have one to one time with their key person to talk about their concerns.

Relevant Ladybird policies:

- 1.2 Safeguarding Children and Child Protection
- 1.4 Uncollected Child
- 1.5 Drop Off and Collection
- 1.6 Missing Child
- 8.1 Health and Safety
- 8.3 Fire Safety and Evacuation

This policy was reviewed by	Amanda Sanders - Pre-School Manager Victoria Grimes - Admin Manager Rebecca McGough - Chair
Date of review	13 th January 2024
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Chair's signature	