

Emergency Lockdown Procedure

Statement

There may be situations when a threat from outside of the setting requires us to go into an emergency lockdown rather than evacuating the building to ensure the safety of all those on the premises at the time. Such threats may come from:

- Industrial accidents;
- Chemical and/or radiological incidents;
- Terrorist threat and/or attack;
- Intruder in the grounds of the school.

This list is not exhaustive and during any incident which may affect the safety of the children and staff of Dragonflies Preschool we will follow the direction and advice of the emergency services leading the incident.

Procedure

If an emergency lockdown is required, we will be alerted to this via the emergency handheld radios provided by the school and will be initiated by the HoS or SLT using the following message: "Lockdown, Lockdown, Lockdown"

- If an incident is identified from a classroom or an adult needs emergency assistance, turn the radio to station 15 and the school office will be notified. The school administrator will call the police if deemed necessary.
- All doors and windows will be locked and where available curtains or blinds drawn.
- Where possible we will continue with normal activities so as not to alarm the children.
- We will follow the guidance of the relevant emergency services and take direction from them at all times. The senior person on the premises will be the point of contact and liaise with the emergency services.
- Depending on the expected time period of the lockdown it may be necessary for us to inform children that they will be staying at the setting for longer than normal. This will be done sensitively and in age appropriate way with children receiving the support of their key person.
- If necessary other parts of the building, such as rooms which face away from the incident, may be used to protect the safety of children and staff.
- Ignition sources and ventilation systems will be switched off.
- The managers and/or senior person on the premises at the time will discuss and put into action an agreed plan based on the information available from the emergency services.
- At the end of the lockdown Head of School or SLT in charge will give the following radio message: "Clear, Clear, Clear"

Communication with parents

Any emergency situation which requires us to lockdown rather than evacuate will understandably be a frightening time for parents and guardians and therefore communication with them is paramount. In a lockdown situation we will do this via mobile telephone if safe to do so. If not safe, and in agreement with the

emergency services, we may use other forms of electronic communication such as Family, email or social media sites to communicate with parents/guardians.

- Parents/guardians will be informed that we are in lockdown and reassured that their child is safe.
- Where possible we will inform them of the expected time period of the lockdown, information that is available to us from the emergency services and our plans.
- Parents will be kept informed of the current position at agreed periods relevant to the situation.
- Parents are asked not to call the setting, as this could block telephone lines meaning we could miss vital information from the emergency services, it will also take staff away from caring for the children.
- Parents are requested not to attempt to collect their child as to do so may put increased strain on the emergency services or themselves at risk.
- Once the all clear has been given or the emergency services inform us to evacuate to a safe area parents will be contacted to collect their children.
- In situations where we are unable to communicate directly with parents/guardians the advice is to tune to local radio for information or to contact incident helplines which are set up.

When any danger has subsided, the incident will be recorded in our major incident record. Details of the incident, the staff and children involved and the action taken will be recorded. If necessary, the incident will be reported to Ofsted and other relevant agencies as required.

This policy was adopted by

Dragonflies

On

February 2026

Date to be reviewed

February 2027

Signed on behalf of the provider

Name of signatory

Role of signatory

Trustee