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**8.11 Lockdown procedure**

Covingham roundabout 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, the staff, children, visitors or property.A lockdown will be initiated by a member of staff who will blow a whistle to gather all of the children together and take them inside the building as and into the children’s toilet area as quickly as possible. The pre-school manager will immediately call 999.

**Lockdown procedures**

Staff will move the children out of sight into the children’s toilets, close and the door taking the pre-school mobile and register.

The deputy manager will complete a head count of children whilst the manager quickly checks the premises for any other children. In the event of either of the managers not being present the lead early years will take the place of deputy manager and deputy manager will take the place of the Manager.

Staff will secure all windows and doors and close the blinds if safe to do so. Everyone will remain out of sight until further instructions are received from the emergency services.

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

**Once the danger has passed**

When we are completely sure that the danger is over, we will leave our safe place and continue our activities as safe to do so.

The pre-school Manager/Deputy manager will phone the parents/carers and Managing directors 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 Swindon Early Years will be informed within 24 hours of the incident occurring.

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| This policy was adopted by | Sarah Randall | *(name of provider)* |
| On | 25/05/2020 | *(date)* |
| Date to be reviewed | 30/09/2021 | *(date)* |
| Signed on behalf of the provider |  |
| Name of signatory |  |
| Role of signatory (e.g. chair, director or owner) | Managing director |