



Bradpole Pre-school Lockdown policy and Procedure

As Bradpole Pre-school shares its premises with the Sir John Colfox School, the preschool follows the same plan for any occasion where the school might need to 'lockdown' its premises. Lockdown procedures are used in response to any internal or external incident which could present a potential threat to the safety of staff and students/children in the school or pre-school. Lockdown events are extremely rare in schools in the UK although it is very important that the following guidance is followed in the event that a lockdown is put in place.

1. Any member of school or preschool staff can initiate the lockdown procedure e.g. if someone was trying to enter the school carrying a weapon, or a dog had entered the building and was running around. Any incident which a member of staff believes at the time presents a threat to students and staff might be appropriate to initiate lockdown procedures.
2. Reception will sound the lockdown alarm (three loud beeps), inform Bellrock and call 999. Bellrock will close all electronically controlled external doors. Reception will then inform the Headteacher/ preschool leader or senior member of staff in charge.
3. **A) If the alarm sounds in lesson time:** staff and students should go to the nearest classroom and lock the door. Students on the corridor should enter the nearest room i.e. classroom, office, canteen, library or sports hall if any of these happen to be the nearest lockable room. Pre-school staff and children should remain in the pre-school room and close and lock the outside door. Any pre-school staff in the office should remain in the office and lock the door. Staff should encourage students/children to remain calm. If the alarm sounds during a PE lesson outside, teachers should take students to the furthest (South East) corner of the field and wait. If the pre-school is out on Forest School or a walk, staff should take the children to the field edge and wait.
B) If not in lesson time: students on the corridor at break or lunch should enter the nearest classroom or use the canteen, library or sports hall if any of these happen to be the nearest lockable room. Those students outside should not attempt to re-enter the building but move away to the perimeter of the school site.
4. Once assembled on the field or inside a room, students/children should be encouraged to remain calm, concealed and silent. Staff should try to reassure students/children to help reduce panic and stress.



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5. If necessary, please adopt the RUN-HIDE-TELL sequence advised by counter terrorism agencies. This may mean leaving the building via the fire escapes if an intruder attempts to gain access to any locked room in which students and staff have congregated. It may mean leaving the school site if the students are outside when the lockdown is initiated.
6. Nobody should leave safe places or return to the school premises until the police and emergency services have advised that it is safe to do so. If possible and safe, do so. Use email as a means of communication with the main office or Headteacher/preschool leader to send or received information during the lockdown.
7. In all cases staff should use their best judgement, risk assess the situation and make decisions aimed at keep themselves and the students/children safe.

This policy was adopted at a meeting of: The Committee of Bradpole Preschool

Held during Autumn Term 2025

Date to be reviewed: Autumn Term 2026