Lockdown Policy and Procedure

Policy Statement

As Bradpole Preschool shares its premises with Sir John Colfox School, the Preschool follows the school's lockdown procedures in the event of any internal or external incident that may present a threat to the safety and wellbeing of children, staff or visitors.

A lockdown may be implemented in response to a range of situations, including an intruder on site, a dangerous animal, a serious disturbance in the local area, or any other event that presents a risk to those on the premises.

Lockdown events are extremely rare; however, it is important that all staff understand and follow these procedures to help ensure the safety of everyone within the Preschool and school community.

Procedure

Any member of school or Preschool staff may initiate the lockdown procedure if they believe there is an immediate threat to the safety of children, students, staff or visitors.

• Examples may include:

- An intruder entering the site.
- A person carrying a weapon.
- A dangerous animal on the premises.
- A serious incident occurring nearby.
- Any other situation that presents an immediate risk.

Preschool Initiating Lockdown

In the event of preschool needing to initiate a lockdown, one of the preschool leads or deputies will contact the Colfox reception desk on 01308 422291. Then the 'Colfox Initiated Lockdown Procedure would prevail.

Colfox Initiated Lockdown

Lockdown Alert

• Reception will activate the lockdown alarm (a continuous alarm).

• Reception will inform Bellrock and contact the emergency services by calling 999 if appropriate.

• Bellrock will secure all electronically controlled external doors.

Lockdown Procedure

Actions During a Lockdown

• If any preschool children and staff are using the corridor when the alarm sounds, they must all return into the preschool room immediately.

• Staff and children should remain within the preschool room and secure all external doors.

• Any preschool staff working in the office should remain there and secure the office door.

• If the lockdown occurs during an outdoor PE lesson, school staff should move the children to the furthest south-eastern corner of the field and await further instructions.

• If children are attending Forest School or are out on a walk, staff should move the children to the field edge or another identified place of safety and await further instructions.

• Staff should encourage children and students to remain calm and quiet. Sitting on the floor, all together, either in the book corner or on the central mats.

• The blinds are pulled down with a blanket hung above/over the door to the outside and the grey retractable gate is pulled across.
•The lights are switched off.
• No one is let onto the premise via the buzzer / intercom whilst in lockdown.
• Everyone is to stay seated, all together, until the continuous alarm is sounded a second time to end the lockdown.
• Once the lockdown is completed a log is filed on the Lockdown Register.
• Lockdown procedure is practiced by the school once every term.

Remaining Safe

• Once assembled in a secure location, children and students should remain calm, quiet and out of sight where possible.
• Staff should provide reassurance and support to help reduce anxiety and distress.
• Mobile phones should be silenced where appropriate.
• Doors and windows should remain secured until further instructions are received.

Run, Hide, Tell

• Where appropriate, staff should follow the national "Run, Hide, Tell" guidance issued by Counter Terrorism Policing.
• Depending on the circumstances, this may involve:
    - Leaving the building via an alternative safe exit.
    - Evacuating the site entirely.
    - Remaining hidden in a secure location.
• Staff should continually assess the situation and take actions that best protect themselves and the children in their care.

Communication During a Lockdown

• Nobody should leave a place of safety or return to the premises until instructed to do so by the police or emergency services.
• Where safe and appropriate, email or other agreed communication systems may be used to communicate with the main office, Headteacher or Preschool Leader.
• Staff should only share information that is accurate and verified.

Staff Responsibilities

• All staff are responsible for remaining calm and reassuring children.
• Staff should use their professional judgement to continually assess risks and respond appropriately to changing circumstances.
• The safety and welfare of children will remain the primary consideration throughout any lockdown situation.
• Following any lockdown, staff will participate in any debrief, review or support processes required by the Preschool or school.

Lockdown Policy and Procedure

Legislation and Guidance

This policy has due regard to:

- Early Years Foundation Stage (EYFS) Statutory Framework
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Children Act 1989
- Children Act 2004
- Working Together to Safeguard Children
- Civil Contingencies Act 2004
- Counter Terrorism Policing Guidance – Run, Hide, Tell
- Ofsted Registration Requirements for Early Years Providers
- Department for Education Guidance on Emergency Planning and Response for Education, Childcare and Children's Social Care Settings

This policy was adopted by the Bradpole Preschool Committee

During the Summer Term 2026

Date to be reviewed Summer Term 2027