

Oasis Academy Lord's Hill Preschool

LOCKDOWN POLICY & PROCEDURES

Oasis 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 preschool, its staff, children, visitors or property.

Where possible the preschool will act to ensure the safety of all personnel in the setting in the following situations:

- In the event that unauthorised person (s) considered dangerous are on school grounds.
- In instances, including domestic breakdowns where estranged parties are attempting to abduct children.
- In instances where personnel, students, volunteers or staff from within the setting become a threat to the well-being of others.
- In emergencies within the environment of the school where there is potential risk from spills or poisonous fumes.

Lockdown will be initiated by a recognisable signal of 3 short sounds, followed by 1 long signal – this is clearly distinguishable from the fire alarm.

Lockdown procedure will be practised from time to time so that staff and children are familiar with them.

Follow the **CLOSE** procedure

Close all the windows and doors

Lock up

Out of sight and minimise movement

Stay silent and avoid drawing any attention

Endure. Be aware that you may be in lock down for some time.

Roles and Responsibilities

STAFF OUTSIDE the building, without panic but with due urgency

1. Usher all children inside to go their rooms, unless unsafe to do so when an alternative should be communicated.
2. Check that there are none who miss the signal as they are in 'hidden' areas etc., do a head count.
3. Close and lock doors, windows and other potential access points

STAFF INSIDE the building

1. Remain by external doors until they are locked and supervised
2. Shut internal room's doors, close windows.
3. Move away from windows if appropriate and pull down blinds
4. Obtain calm
5. Conduct a roll call
6. If appropriate and safe to do so, send headcount to Manager
7. Embark on normal activity
8. Await further instructions or confirmation that the incident has concluded.

Deputy / Room lead

1. Go to main entrance/control point
2. Ensure door security
3. Ensure any communication devices are activated and in use to agreed protocols
4. Call Academy 023 8039 3660
5. Open the Emergency Bag

Manager

1. Take command and control and ascertain cause of alert
2. Ensure Emergency Services and if appropriate, security services are contacted
3. Ensure that procedures have been activated and completed.
4. Receive headcount and situation reports
5. Ensure occupants are moved away potential hazards e.g. from the side of the building facing fire or potential explosion and in storms away from walls of buildings.