



FIRST STEP PLAYGROUP



Policies and Procedures

1. Safeguarding and Promoting Children's Welfare

Lock Down Policy

An evacuation or lockdown occurs when circumstances dictate that the safety of the children and staff is better ensured inside the building, with doors shut. Children would be moved away from the windows and doors for prime safety. The Lockdown procedure may be activated in response to any number of situations, but some of the more typical might be:

- A report incident/ civil disturbance in the local community (with potential to pose a risk to staff and children in the playgroup)
- An suspicious person in the vicinity of the park (with potential to pose a risk to staff and children in playgroup)
- A warning being received regarding a risk locally, of air pollution (smoke plumes, gas cloud etc)
- A major fire in the vicinity of the playgroup
- The close proximity of a dangerous animal roaming loose

Procedure

Management of the situation will depend on the circumstances presented

- Remain calm
- Move slowly
- Obey instructions
- DO NOT PROVOKE AN INCIDENT

The following three stages must be followed:

- Step 1 **GO IN**
- Step 2 **STAY IN**
- Step 3 **TUNE IN**

Initial Notification

In the event of an incident requiring 'Lockdown' the person witnessing the incident must try to notify the Manager/ Deputy Manager (person in charge) to raise the alarm. The Manager/ Deputy Manager will determine the risk and need for 'Lockdown.' The Manager/Deputy will inform the other staff.

Directing the children to safety

All children, staff and visitors will be directed inside or to stay inside the main room of the building following the whistle being blown five times. The emergency services will be called. When children are gathered together they will be seated on the floor in the middle of the room. All lights are to be

turned off. Staff must try to ensure (as best possible) children are kept calm and as quiet as possible. Staff are to keep alert to the emotional needs of the children, singing quiet songs, reading a story or using the tablets to keep children engaged.

If possible doors must be barricaded and keep the phone to hand

A register/ head count will be taken at this time.

All Clear Signal

The 'All Clear' will be signaled by the Manager/ Deputy or person in charge. That person will inform all concerned.

A log will be made of the incident, relevant authorities will be informed, parents notified and incident investigated.

This policy will be practiced throughout sessions to give the children awareness of the procedure to follow.

This policy was adopted on

20th June 2017

Date to be reviewed

20th June 2017

Reviewed on

Signed on behalf of the management

Name of signatory

Angie Kelly

Role of signatory (e.g. Director)

Playgroup Manager

Lock down policy