

Lock Down Policy

Policy Owner: Director of Communities/SLT	Policy Developer: Head of Family & Children’s Services/AA
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The current version of any policy, procedure or guideline is the version held in the Knowledge Library on Workplace. It is the responsibility of all staff to ensure that they are following the current version.

Lock down procedure

We at YMCA Thames Gateway will use this lock down procedure when the safety of our children and staff are at risk and we will be better placed inside the current building, with doors and windows locked and blinds/curtains drawn.

We will activate this emergency procedure in response to a number of situations, but some of the more typical might be:

- A report incident or disturbance in the local community (with potential to pose a risk to staff and children within one of our settings)
- An intruder on the nursery/preschool site (with potential to pose a risk to staff and children)
- A warning being received regarding a risk locally, of air pollution (smoke plumes, gas cloud etc.)
- A major fire or explosion in the vicinity of the nursery/preschool/school – as long as it is safer staying in the premises than leaving.

In this case the staff will be notified by the following action:

By sounding the alarm bell for the building. All individuals (including children) will remain in the area they are in, if they are safe to do so. If the children are outside, the staff will promptly and calmly direct children into the building, if this will not endanger them. Staff will make every effort to close and lock doors wherever safe to do so.

All individuals will keep away from the windows and doors and children will be occupied in the centre of the room so they are not placed at risk or are able to see any situation developing outside.

The setting manager or deputy will ensure all children, staff and visitors are accounted for and safe before returning to the office area to keep up to date with the current situation via updates.

The manager on duty will manage the situation dependant on the circumstance and the information available. If the nursery/preschool is in immediate danger of an intruder, the police will be called as a matter of urgency. In other cases where the situation has been alerted by the police or local area authority then the setting manager or senior member of staff on duty will await further instructions.

Once the all clear has been given externally the manager will issue the all clear internally. After this time the staff will try to return to normal practice to enable the children not to be disrupted or upset by the events.

Any children showing worries or concerns will have one to one time with their key person or buddy staff member from their room to talk about these.

Parents will be informed about the situation at the earliest safest opportunity and will be kept updated when and if the information changes.

After the event a post-incident evaluation will be conducted to ensure that each child and staff member was supported fully and the procedure went as planned.

This policy was adopted by	YMCA Thames Gateway
On	14/01/2023
Signed on behalf of the provider	
Name of signatory	Amanda Allen
Role of signatory (e.g. chair, director or owner)	Head of Family and Children's Services

Policy review date	13/01/2024 – on or before
Name of reviewer	
Signature of reviewer	
Role of reviewer	