

Safeguarding and Welfare Requirement: The EYFS specifies requirements for learning and development and for safeguarding children and promoting their welfare

The safeguarding and welfare requirements cover the steps that providers must take to keep children safe and promote their welfare

Providers must take reasonable steps to ensure the safety of children, staff and others on the premises

8.11 Emergency Lockdown Policy – Cuckoo Meadow Pre-School

Policy statement

As part of our health and safety procedures the pre-school has a lockdown policy.

Lockdown procedures enable our pre-school to close down and protect itself and those within it from an identified and urgent risk very quickly, such as the following:

- An intruder nearby
- A local incident, such as a civil disturbance or risk of air pollution
- A fire adjacent to the school
- A dangerous dog or another animal which is nearby
- A firearms or weapons attack

This list illustrates some of the more typical causes for a school to lockdown

Lockdown is the ability to restrict access quickly, prevent staff and pupils from moving towards danger, or frustrate or delay the identified risk from entering the school

Notification of Lockdown

STAFF WILL BE NOTIFIED WHEN LOCKDOWN PROCEDURES ARE TO TAKE PLACE ON HEARING THE WHISTLE BLOWING

Procedures

1. This signal will activate a process of children being ushered into the school building if on the playground as quickly as possible and the locking of all the outside doors where it is possible to remain safe
2. At the given signal the children will be taken to the store cupboard/office and the staff will ensure the windows and doors are closed/locked and screened where possible, and lights to be turned off.
3. Children/staff/visitors in a different area (e.g. using toilets, in the kitchen when the whistle blows, should proceed to the store cupboard/office.
4. Staff to support children in keeping calm and quiet
5. Managers to phone police by using either main phone in the store cupboard/office, or use their mobile phones which are in the store cupboard/office
6. Mobile phones should be switched to silent so as not to give position away
7. Staff to remain in lock down position until informed by the police that it is safe and given the all clear
8. As soon as possible after lockdown, return to main classroom area and take the register, note any pupils unaccounted for

NO ONE SHOULD MOVE ABOUT ONCE LOCKDOWN IN PLACE

Staff roles

1. Manager to call police if necessary
2. Manager to lock all doors and entrances where possible, close blinds
3. Nearest adult to check exit doors and windows

Summary - Follow the CLOSE procedure

C - close all windows and doors

L - lock up

O - out of sight and minimise movement

S – stay silent and avoid drawing attention

E – endure. Be aware you may be in lockdown for some time

INDIVIDUAL STAFF/VISITORS CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCKDOWN WITHOUT PRIOR AGREEMENT OF THE MANAGER BEFORE LEAVING

Communication with parents

- If necessary, parents will be notified as soon as it is practical to do so via the school's established communication network – website/parent mail/telephone
- Depending on the type and severity of the incident, parents may be asked NOT to collect their children from school as it may put them and their child at risk
- Pupils will not be released to parents during a lock down
- Parents will be asked not to call school as this may tie up emergency lines
- If the end of the day is extended due to lockdown, parents will be notified and will receive information about the time and place pupils can be picked up from or emergency services.
- A letter to parents will be sent home as soon as possible following any serious incident to inform parents of context of lockdown and to encourage parent to reinforce with their children the importance following procedures in these very rare circumstances

Lockdown drills

Lockdown drill practice will take place a minimum of once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and debriefed to staff so improvements can be made

Review

This policy and procedures will be reviewed annually

Further guidance

- The EYFS - Department for Education. (2024). Statutory framework for the Early Years Foundation Stage - Setting the standards for learning, development and care for children from birth to five
- The safeguarding and welfare requirements are given legal force by Regulations4 made under section 39(1)(b) of the Childcare Act 2006
- HM Government - Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children – December 2023
- Cuckoo Meadow Policies: 1.2 Safeguarding children and child protection; 8.1 Health and Safety General Standards; Policy 8.2 Maintaining Children’s Safety and Security on Premises
- Cuckoo Meadow Pre-School policies and procedures can be found within the setting and also on our website <https://cuckoomeadow.org/policies/>

This policy was adopted by _____ *(name of provider)*
On _____ *(date)*
Date to be reviewed _____ *(date)*
Signed on behalf of the provider _____
Name of signatory _____
Role of signatory (e.g. chair, director or owner) _____

Annual review details and signed copy of this policy is on file in the office