



Registered Charity No: 1038425
Village Hall, Newport Road, Hanslope, MK19 7NZ
www.hanslopepreschool.org

Terrorist threat/attack and lock-down Procedure Policy

Date reviewed: 04.09.2022

Policy statement

At Hanslope Pre-school we recognise the potentially serious risks to children, staff, and visitors in an emergency or harmful situations. A lockdown may take place where there is a perceived risk of threat to the Pre-school. Where possible, the Pre-school staff will act to ensure the safety of all personnel in the setting in the following situations:

- If an unauthorised person(s) is considered dangerous on Pre-school grounds.
- In instances where domestic parties are attempting to abduct children.
- In emergency situations where there is a potential risk from fire, spills, and poisonous fumes from near the setting.

Most procedures for handling an emergency are focused on an event happening in the building. However, in some situations, you will be advised to stay put (lock-down) rather than evacuate. ‘Lock-down’ of a building/group of buildings is intended to secure and protect occupants in the proximity of an immediate threat. By controlling movement in an area, emergency services can contain and handle the situation more effectively.

- The setting manager assesses the likelihood of an incident happening based on their location.
- The setting manager will check our police website for advice and guidance.
- Local police contact numbers are clearly displayed for staff to refer to.
- Staff rehearse simple ‘age-appropriate’ actions with the children such as staying low to the floor, keeping quiet, and listening to instructions in the same way that fire procedures are practiced. Lock-down must be rehearsed and recorded termly.
- The setting manager is aware of the current terrorist alert level, as available at www.mi5.gov.uk/threat-levels.
- We follow any additional advice issued by the local authority.
- Emergency procedures are reviewed and added to if needed.
- Information about this procedure is shared with parents and all staff are aware of their role during ‘lockdown’.
- A memo or call is issued to parents when lockdown is confirmed.

Lockdown Procedure:

A lockdown will be initiated by a staff member loudly stating the word, ‘lockdown’ 3 times

Lockdown procedures will be practised and recorded termly so that staff and children are familiar with them.

- Upon hearing the lockdown signal, all staff/visitors return to the Main Hall with the children and bring the children to sit in the corridors by the kitchen and by the toilets.
- The Practice Manager or Deputy Practice Manager will contact the emergency services by dialling 999.
- The Deputy Practice Manager or Senior Practitioner will collect the register and first aid kit.
- The Deputy Practice Manager or Senior Practitioner will check the building and garden for any staff, visitors, and children.
- The register will be taken.
- Windows should be closed, and the blinds pulled down.
- Staff and children stay away from windows and doors.
- External doors at the front and rear of the hall should be locked if possible.
- Internal doors should be closed.
- Everyone should stay in one place, keep low and remain calm and quiet.
- Staff tune into a local TV or radio station for more information.
- Staff do NOT make non-essential calls on mobile phones or landlines.
- If the fire alarm is activated, staff and children remain in their designated area and await further instructions from emergency services, unless the fire is in their area. In this case, they will move to the next room/area, following usual fire procedures.
- Instructions from the emergency services should be followed.
- Do not open the door unless you are sure that it is the emergency services.
- Lockdown is ended on the instruction of the emergency services.
- Parents can be informed of the situation via social media and the Tapestry system.
- Parents must not call the setting as the phone will be needed to be in contact with the emergency services.

The door will not be opened once it has been secured until the manager is officially advised “all clear” or is certain it is emergency services at the door.

Following lockdown:

- Staff will cooperate with emergency services to assist in an orderly evacuation.
- Staff will ensure that they have the register and children's details.
- Staff or children who have witnessed an incident will need to tell the police what they saw. The police may require other individuals to remain available for questioning.
 - In the event of an incident, it is inevitable that parents will want to come to the setting and collect their children immediately. They will be discouraged from doing so until the emergency services give the 'all clear'. Staff will be always acting on the advice of the emergency services.

Recording and reporting

- The setting manager reports the lockdown to the trustees as soon as possible. In some situations, this may not be until after the event.
- A record is completed as soon as possible.

Further guidance

Members of the public should always remain alert to the danger of terrorism and report any suspicious activity to the police on 999 or the anti-terrorist hotline: 0800 789 321.

For non-emergency, call the police on 101.

This policy was reviewed by Hanslope Pre-school on 04.09.22

Date to be reviewed 4th September 2023

Signed on behalf of Hanslope Pre-school

By BMudaliar Chairperson on 04/09/22