



## Lock Down Procedure

At Bierton Pre School we maintain the highest possible security of our premises to ensure that all the children and staff are safe.

A review of our policy and procedures was undertaken in September 2017 by a Security Advisor from Thames Valley Police.

*“Thank you for inviting me to your site to review your evacuation, security and lockdown procedures. I was very impressed by the care and detail that you take to ensure the security of the premises whilst the children are on site.”*

If for any reason we feel that the children/staff could be at risk of harm, a threatening situation arises or we feel intimidated by a suspicious person we will follow the Lock Down procedure below.

- Manager/Deputy/Staff member should alert all other adults of any threat.
- 'Lock Down' should be announced in a loud clear voice but without panic.
- Staff should start to move the children into the far changing room/safe room, nearest the back fire exit, as calmly and quickly as possible.
- Police should be called as soon as possible.
- Manager/Deputy/Senior staff to retrieve the keys, mobile phone, register and children/staff emergency contact details if possible.
- The double doors should be shut and locked, if possible, when all children and staff are in the safe room and have been accounted for.
- Once in the safe room and accounted for, lock the door and push the table in front of the door.
- Children and staff should sit on the floor out of the line of the door, keeping as calm and quiet as possible.
- We will follow the directions of the Police.

This policy was adopted by the Bierton Pre School Committee

Date: **2<sup>nd</sup> April 2019**

Signed:.....

Name: **SARAH HEARN**

Role of signatory: **CHAIRPERSON**

Signed, all staff: