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6 Safeguarding children, young people and vulnerable adults procedures

**6.10** Emergency Lockdown Procedures

Early Explorers Community Pre-schools recognise the potentially serious risks to children, staff and visitors in emergency or harmful situations. A lockdown may take place where there is a perceived risk of threat to the pre-school, its staff, children, visitors or property.

A lockdown will be initiated by a member of staff blowing the whistle 3 times to gather all of the children together and take them inside the building as quickly as possible. The Manager will immediately call 999 and if appropriate an Early Explorers trustee.

**Lockdown procedures,**

* Staff will use the code name **BLUE STRAWBERRIES** to alert other adults that lockdown is going to happen.
* The member of staff nearest the tambourine will shake it, all children stop and put their hand up.
* Howden Pre-School Church Hall - Staff will move the children out of sight to the toilet area taking the pre-school phone, tablet/phone number list and register.
* Howden Pre-School Bishops Manor - Staff will move the children out of sight to the sensory room area taking the mobile phone, tablet/phone number list and register
* Newport Pre-School – Staff will move the children out of sight to the passageway between the 2 toilets and close the door taking the pre-school mobile phone, tablet/phone number list and register.
* At all pre-schools the deputy leader/level 3 will complete a head count of children whilst the leader quickly checks the premises for any other children. Staff will secure all windows and doors.
* Everyone will remain out of sight until further instructions are received from the emergency services.
* The staff will attempt to keep the children as quiet and calm as possible until the dangerous situation is over.
* Once the danger has passed, When we are completely sure that the danger is over, we will leave our safe place and continue our activities as far as possible.
* The leader will phone the parents/carers and a manager/trustee (if not already contacted), to inform them of the incident.
* Records will be made of the event and actions taken will be recorded in our incident book.
* Ofsted will be informed within 24 hours of the incident occurring.