

CAMBO WRAPAROUND Child Care Practice

LOCKDOWN POLICY AND PROCEDURES

Rationale

As part of our Health and Safety policies and procedures Cambo Wraparound has a Lockdown Policy.

On very rare occasions it may be necessary to seal off the setting so that it is not able to be entered from the outside. This will ensure that children, staff and visitors are safe in situations where there is a hazard in the grounds or outside the setting in the near vicinity.

A lockdown is implemented when there is a serious security risk of the premises due to, for example, near-by chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons intent in causing harm/damage.

NaCTSO (National Counter Terrorism Security Office) **Guidance**

In January 2016, NaCTSO provided the following advice to leaders of schools and other Educational Establishments for Reviewing Protective Security.

Bomb threats: Procedures for handling bomb threats

Most bomb threats are made over the phone and the overwhelming majority are hoaxes, made with the intent of causing alarm and disruption. Any hoax is a crime and, no matter how ridiculous or unconvincing, must be reported to the police.

Be alert, but not alarmed!

On receipt of a "bomb threat" - Dial 999 and police will respond. You should always consider their advice before a decision is taken to close or evacuate.

Notification of Lockdown

Staff will be notified of any intent to lock down the setting and will immediately implement the lock down procedure. Staff and children who are outdoors will receive notification by 3 sharp blows of the whistle.

Procedures:

- These signals will activate a process of children being ushered into the setting if on the playground or field as quickly as possible and the locking of the setting's office and all outside doors where it is possible to remain safe.
- At the given signal the children will remain in the room they are in and the staff will ensure the windows and doors are closed/locked/barricaded and screened where possible and children are positioned away from possible sightlines from external windows/doors. Lights and computer monitors to be turned off. Turn mobile phone onto silent and off vibrate.

NO ONE SHOULD MOVE ABOUT THE SETTING

Staff to support children in keeping calm and quiet. If possible, check for missing / injured children, staff and visitors.

Ensure that children, staff and visitors are aware of an exit point in case the intruder does manage to gain access.

Staff to remain in lockdown positions until informed by key staff e.g. Senior Management Team, Chair of Committee or Police.

Staff Roles:

- Manager/Deputy/Leader ensure that the office is locked, and police called if necessary.
- Manager/Deputy/Leader locks the front door and windows.

INDIVIDUAL STAFF 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 – Telephone.
- Parents will be told '*..the setting is in a full lockdown situation. During this period the phones and entrances will be un-manned, external doors locked and nobody allowed in or out. Please do not contact us during this time as we require free access to the telephone line...Thank you for your support....*'
- Depending on the type and severity of the incident, parents may be asked NOT to collect their children from the setting as it may put them and their child at risk.
- Children 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 the lock down, parents will be notified and will receive information about the time and place children can be picked up by the manager.
- A letter to parents will be sent home as the nearest possible day following any serious incident to inform parents of context of lockdown and to encourage parent to reinforce with their children the importance of following procedures in these very rare circumstances.

Lockdown drills

Lock down practices 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.

Additional information

Guidance on receipt of a bomb threat

<https://www.gov.uk/government/publications/bomb-threats-guidance/procedures-for-handling-bomb-threats>