**Compton Pre-school – Lock down Procedure**

In the event of a direct threat (for example if an unauthorised person or persons try to enter the premises without permission or there is a dangerous occurrence outside), the manager will tell the staff to initiate lock down procedure.

1. The manager/lead practitioner will immediately call 999 and collect the day care records, mobile phone and medications box to take to our ‘safe place’, which is the snack/lunch area as it is out of direct view from outside.
2. The manager/lead practitioner will inform the school (tel. 771539)
3. The remaining staff will calmly gather all the children together into our   
   ‘safe place’ (our snack/lunch area).
4. All blinds in the room will be pulled and doors checked/locked.
5. One member of staff will count the children in the group whilst the manager/lead practitioner quickly checks the premises for any other children.
6. Once all the children and staff members are accounted for we will await police assistance.
7. A member of staff will contact Plymouth Little Owls Preschool, which is located across the road, to inform them about the situation (tel. 656466).

After the danger has passed and it is safe for us to leave our safe place we will:

1. Gather the children into the book corner offering reassurance and lead them in a calm activity while the manager/lead practitioner calls parents/carers to inform them what has happened.
2. Inform Early Years and Ofsted of the incident within 24 hours.
3. A log will be kept of any lockdown incidents which occur.

In the event of a potential threat being reported to us by an outside agency or by Compton Primary School, all of the above steps will be followed, with the possible exception of phoning 999.

Signed by

Name and role:

Policy reviewed 31.3.23

Review date: Mar ‘24