

All Smartkidz settings consider the need for robust and tested lockdown procedure. Although we do not see this as a high risk

Lockdown procedures are seen as a sensible and proportionate response to any external or internal incident, which has the potential to pose a threat to the safety of children and adults in the setting. Procedures aim to minimise disruption to the learning and play environment whilst ensuring the safety of all children and adults. Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident or disturbance in the local community (with the potential to pose a risk to children and adults in the setting)
- An intruder on site (with the potential to pose a risk to children and adults in the setting)
- A warning being received regarding an environmental risk locally of air pollution (smoke plume, gas cloud etc.)
- A major fire in the vicinity of the setting
- The close proximity of a dangerous animal

The setting's lockdown procedures are shown to all staff and volunteers. A lock down drill should be undertaken at least once a year in an organised in a calm manner.

There are two types of lockdown:

1) Partial Lockdown

A partial lockdown is a precaution aimed to keep children and staff safe while remaining indoors. This may be as a result of a reported incident / civil disturbance in the local community with the potential to pose a risk to children and staff in the setting. It may also be as a result of a warning being received regarding the risk of air pollution, etc. In a partial lockdown staff and children should remain in the building and all doors leading outside should be locked. No one should be allowed to enter or leave the building; however, the setting can continue as usual.

What usually happens during partial lockdown?

- All outside activity to cease immediately, children and staff return to building. (Staff will communicate this through walkie talkies). All staff and children should remain in the building and external doors and windows should be locked
- Free movement may be permitted within the building dependent upon circumstances.
- In the event of an air pollution or chemical, biological, or radiological contaminants issue, the school caretaker should be contacted and asked to secure the building; air vents, fans, heating and air conditioning systems should be closed or turned off.

2) Full Lockdown

This signifies an immediate threat to the setting and may be an escalation of a partial lockdown. The aim of a full lockdown is for the setting and its rooms to appear empty.

Immediate action:

- All children and staff should return to/stay in the building.
- External doors should be locked.
- Internal doors might be locked (where a member of staff with a key is present).
- Lock windows, draw blinds, cover internal door window(so an intruder cannot see in).
- Staff and children to sit quietly out of sight and where possible in a location that would protect them from harm such as gunfire (bullets go through glass, brick, wood, and metal.) Consider locations behind substantial brickwork or heavy reinforced walls).
- Turn off lights, laptops, smart boards, and computer monitors.
- Turn off mobile phones (or at the least turn onto silent so they cannot give away your position).
- A register should be taken, and a head count completed of all staff and children at the setting.
- Children should not be released to parents during a lockdown and staff should not leave the premises unless instructed to do so.
- Staff should call 999 if necessary.

Communication

Parents should be notified as soon as it is practicable to do so via the setting's established communications system. It may be useful as part of your contingency plan, to establish a network with key parents in different parts of the network agreeing to pass on information to named others (cascades). Websites could be used to inform, and update parents and a recorded message could be placed on the answer phone. Parents should know that the setting has a lockdown procedure and the reasons why lockdown might be necessary. Parents should be given enough information about what will happen so that they:

- Are reassured that the setting may need to undertake lockdown for their child's safety and welfare.
- Do not contact the setting during lock down as this could block telephone lines that are needed for contacting emergency services. Do not come to the setting during lockdown as this may place themselves and others in danger.
- Wait for the setting to contact them about when it is safe for them to come and collect their child.

After lockdown has taken place:

- A letter to parents should be sent home as soon as possible following any serious incident to inform parents of context of lockdown.
- Following the need for lockdown, the setting management should create a full record of the event.
- Policies and procedures should be reviewed as soon as possible to identify any areas for potential development.
- For all Ofsted registered settings, a notification of a significant incident must be made to Ofsted within 14 days (preferably as soon as possible after the incident).

This policy was adopted by: Smartkidz Play and Learn	Date: 1/11/2017 Date reviewed: 20/11/2018 Date reviewed: 16/08/2019. Date reviewed: 14/08/2020
To be reviewed: 14/08/2021	Signed: 