**Lockdown Policy and Procedure**

Kingfisher Kindergarten recognises 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 Kindergarten, Maiden Erlegh Chiltern Edge, its staff, children, visitors or property.

Where possible, the Kindergarten will act to ensure the safety of all personnel in the setting in the following situations:

* In the event that unauthorised person(s) considered dangerous, are on school grounds.
* In instances including domestic breakdowns where estranged parties are attempting to abduct children.
* In instances where personnel, students, volunteers or staff from within the setting become a threat to the well-being of others
* In emergency situations within the environs of the school where there is potential risk from spills or poisonous fumes.
* In the event of a dangerous wild animal roaming the area

A lockdown will be initiated by a member of staff shouting “LOCK DOWN LOCK DOWN” after hearing the signalling Bell of single bell rings with a 2 second gap in between. Lock down procedures will be practised from time to time so that staff and children are familiar with them.

**Practices and Procedure for Lockdown**

* Bell with 2 second Gap
* Staff Member will shout “LOCK DOWN LOCK DOWN”
* Staff to ensure children are led quietly and safely into small play room, onto the carpet area
* All Windows to be shut and blinds pulled down
* Close and Lock all Doors
* Collect Register, Phone and First Aid Bag
* Call 999 and notify Maiden Erlegh Chiltern Edge Premises Manager 07776093641
* Complete Headcount/Register
* Ask children and staff to remain quiet and calm
* Nobody to leave the room until we are given the all clear

Staff will ensure that we remain silent and do not draw attention and to be aware that we might be in Lock Down for some time. The door to the garden must be left open while children are in garden at all times. All staff should be strategically placed as per normal day.

If we instigate the Lockdown we will call Maiden Erlegh Chiltern Edge Premises Manager on 07776 093641 and their reception on 01189 721500 and we will inform both schools of action.

Lock Down Drills will be recorded stating the Date and Time, number of Adults and Children and any action to be taken to improve the procedure in future.

This policy was reviewed by Kingfisher Kindergarten Ltd

On 17th January 2019

Date to be reviewed Annually

Signed on behalf of the provider La-Ryne Baker

Role of signatory Owner