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| Pavilion Pirates PreschoolBaden-Powell Lodge, Pavilion Road,Off Woodhouse Lane,Botley,SO30 2EZContact During Session:07769177701 | ***Registered Charity:1185950*** **2001-2021****20 Years*****Registered with Ofsted******Supported By******small for partnership publications*** |

**8.8 Emergency Lockdown Procedures Policy**

**Policy Statement**

Pavilion Pirates Preschool 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 preschool, it’s staff, children, visitors or property.

A lockdown will be initiated by a member of staff, attracting attention with a long blow on the whistle (either indoors or outside), then shouting ‘Lockdown’. Any children outside will be brought inside the building as quickly as possible, ensuring the doors are closed safely behind them. The Lead Practitioner or Deputy Practitioner will immediately call 999.

**Procedures**

* Staff will move the children out of sight, and to a safe location which will depend on where the risk is coming from.
* The Lead Practitioner will collect the first aid box and medication as the Deputy Lead Practitioner collects the register and phone.
* Everyone will remain out of sight, and we will encourage the children to remain quiet and calm as possible.
* We will remain in Lockdown until the all clear has been given by the police.
* Once the danger has passed, we will leave our safe place, and continue our activities as far as possible.
* The Lead Practitioner and Deputy Practitioner will telephone the parents and the Trustees to inform them of the event.
* Records will be made of the event, and actions taken will be recorded in our incident book.
* Ofsted and Services for Young Children will be contacted within 24 hours of the incident occurring.

**8.8 Emergency Lockdown Procedure Policy**

**This policy was adopted by Pavilion Pirates Preschool CIO**

**On 21.07.2021**

**Date reviewed Every two years or as required**

**Signed on behalf of the provider**

**Name and Role of Signatory Linda Noble (Trustee/NI)**

**Signed on behalf of the provider**

**Name and Role of Signatory Helen Travers (Trustee)**

**REVIEW DATE 21.07.2025**