



# Scalliwags Pre-School CIO

## **Procedures Relating to a Terrorist Attack, Violent Threat, National Emergency (including Lockdown Procedure)**

The care and security we provide to your child is paramount. We will do everything within our powers to protect, comfort and support your child in the event of a major incident, National Emergency or terrorist attack. If we are involved or caught up in the incident, we will fully comply with the emergency services and constantly reassure the children in our care. Please do not attempt to come to the setting unless asked to collect your child. As much as possible we will keep you informed of the actions we are taking.

If you are caught up in an incident, we will continue to look after your child until you are able to return or one of your named emergency contacts is able to collect him/her. In extreme circumstances we will discuss the situation with Social Services.

We understand that during major incidents mobile phone networks or landline communication may be compromised. We will however endeavour to contact you on a regular basis and ask that you try to do the same. Without putting ourselves or yourself in any unnecessary danger. We will keep you up to date using any media source available to us. We will endeavour to protect your child from information or images that may alarm or distress them.

### **Prior to the event occurring**

- The Managers assess the likelihood of an incident happening, considering the nature of the location, as well as the local police force website about managing current risks in the area.
- Local police contact numbers are clearly displayed and easily referred to staff.
- Staff to be prepared to speak in 'age appropriate' language and lockdown procedures are revised and relayed to new staff as appropriate.
- A lockdown 'signal' is agreed which is different to that from the emergency fire signal.
  - The signal is as follows: a whistle
- Advice is checked through the Local Authority and checked to be up-to-date.
- This policy is made available to parents so that they are aware of the action taken in the event of a lockdown.

**Scalliwags Pre-School CIO**

**The Village Hall, Bush Road, East Peckham, Kent, TN12 5LL**

**Telephone: 01892 835980 E-mail: [admin@scalliwags.org](mailto:admin@scalliwags.org)**

**Registered Charity No. 1179340, Registered Ofsted No. 2686577**



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- The assumption is that it is better to stay put, but the Setting will always comply with instructions from the emergency services as soon as they are given.
- Throughout the need to stay calm is paramount, and to cause the least distress to the children as possible.

**In the event of an extreme incident close to the setting, we will take every step to ensure the safety of our staff and children in our care.**

- All children and staff to move from the garden to the hall.
- Close all doors and windows and lie low and away from the windows and doors. People should not assemble in the middle of large open areas but near walls and crouched.
- Curtains and blinds are closed where possible.
- A senior member of staff will contact the police giving details of the incident and information regarding the number of adults and children.
- In case of any doubt, staff and children should remain in the setting and wait for the emergency services to arrive to contain and manage the situation.
- Parents are contacted when lockdown is confirmed, advising them not to collect their child and of the situation.
  - The suggested wording of the message is as follows: *Due to an incident we have been advised by the emergency services to secure the premises and stay put until we are given the 'all clear'. Please do not attempt to collect your child until it is safe to do so. We will let you know as soon as we are able when that is likely to be.*
  - *In the meantime, we need to keep our telephone lines clear and would appreciate your cooperation in not calling unless it is absolutely vital that you speak to us.*
- Staff do not make non-essential calls on mobile phones or landlines. Information should be gathered from a local TV or radio station.

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- The door will not be opened until it is officially advised that it is 'all clear' or it is certain that it is emergency services at the door. This will be done in an age appropriate manner, so children do not become anxious when the usual procedure is not followed when the doorbell rings.

## **In the event of an armed or dangerous intruder entering the building.**

- A senior member of staff will contact the police immediately giving details of the incident and information regarding the number of adults and children.
- Is there a safe route out? If so, children should be led out of the setting in silence. Staff must be aware of the potential of assailants.
- Belongings will not be collected before leaving the building.
- We will not assemble close to the building but identify a safe place to gather. Staff will at all times follow instructions given by the emergency services.
- If there is no safe route children and staff stay where they are, keeping the children as calm as possible. Close any doors and lie low, staying away from windows and doors.
- Those in the garden are to move quickly to exit the premises without entering the building.
- In case of any doubt, there should be no movement and wait for the police to arrive to contain and manage the situation.

All staff will be trained in the above and the principles of 'Stay Safe' according to the latest NaCTSO guidelines will be adhered to.

## **Following lockdown:**

- Staff will cooperate with the emergency services.
- Staff will ensure that they have the register and records of all the children who were present.
- Staff and children who witnessed the event may need to tell the police what they saw and remain available for questioning.
- A record is completed as soon as possible.

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## Managing Parents

- It is natural that a parents' response will be to come to the Setting. However, the Setting will dis-encourage parents to do so until the emergency services have given the all clear.
- It should be communicated to parents that the Setting will be acting on the advice of the emergency services, and they should do so as well.

This policy was adopted at a meeting of

Held on

\_\_\_\_\_ (date)

Date to be reviewed

\_\_\_\_\_ (date)

Signed on behalf of the management  
committee

\_\_\_\_\_

Name of signatory

\_\_\_\_\_

Role of signatory

\_\_\_\_\_

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