



Registered Charity No: 1128799

Hollies Pre-school

Invacuation policy

Last reviewed September 2023

To be reviewed February 2027

Or sooner if required

Statement of intent

A lockdown occurs when circumstances dictate that the safety of pupils and staff is better ensured inside the main building, with doors and windows locked and any blinds/curtains drawn. Children and staff would be moved away from windows and doors, congregating in the home corner area. The circumstances that may trigger the implementation of the procedures detailed below, may include:

- An incident or civil disturbance in the local community which poses a risk to the school.
- An intruder on the site with the potential to pose a risk to the school.
- Local risk of air pollution, such as a smoke plume or gas cloud.
- A major fire in the vicinity of the school.
- A dangerous animal roaming loose.

There are some basic principles for staff and adults to follow. These would include:

- Alerting staff to the activation of the lockdown plan by a recognised signal
- Bringing pupils from outside into the main building as quickly as possible.
- Locking all external doors and windows as necessary.

Managing potential threats

Management of the situation will depend on the circumstances Presented. During any implementation of these procedures, the following should be observed:

- Remain calm.
- Move slowly.
- Obey instructions.
- Do not provoke an incident.

Procedures

1. The administrator/manager will contact police on 999
2. The administrator/manager will phone Lower Park school 01625 872560 and inform them of the lockdown and reason why. The school will then also enable invacuation procedures as required.

Invacuation:

1. Staff sound their whistle in short blasts to alert other staff members
2. Staff outside with the children will guide all children playing outside to the main indoor room, calmly and quickly.
3. If a text has been received alerting us to a hazard, manager/administrator will give password (whistle) to supervisor and proceed to the outdoor area to alert others using the whistle, while supervisor starts to secure the building.

4. Supervisor to start in flower room, closing windows, pulling all blinds down, locking doors, working anti-clockwise round the building.
5. Depending on the circumstances staff will ensure children remain in the main room, away from windows, close to the fire exit at the back of the building, with doors locked (main door and French doors to be locked using the turn key) and windows and blinds drawn. Member of staff should be situated by the fire exit to prevent children opening the door.
6. Administrator, manger and any staff doing office duties will join the group in the main room, bringing the MOBILE phone into the room and making sure it is in silent mode.
7. When all the children and staff are inside and doors locked, windows closed, blinds down a head count of children, staff and visitors will be done by the supervisor.
8. If necessary, children will be evacuated in a quiet and orderly manner *away* from the situation to a safe area defined by senior leadership team or police.
9. The Police Officer in charge will evaluate the situation and notify the headteacher of school and manager when it is safe and/or if any further action is needed.
10. The manager will need to report to OFSTED
[Report a serious childcare incident - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/report-a-serious-childcare-incident)
An incident report must be completed and the committee advised.

Invacuation practices will be undertaken regularly to ensure staff and children are familiar with the procedures. During the practices staff will be telling children that we are practicing just incase we 'have any bad weather and pulling the blinds down and closing the windows to keep us warm'.

Communication with parents.

We realise any situation resulting in the setting being locked down would be extremely worrying for parents. It is very important that parents do not try to come into the area if such a situation should arise. Instructions from the police should be followed, e.g. stay away from the area and they will set up a family reception area.

Parents **MUST NOT** try to contact the setting using the main line or the mobile phone.

The Manager will send a message out via What's app to parents when it is safe to do so.

