3.4 Lockdown (Possible/Imminent Threat) Policy and Procedure

Policy statement

Go in, Stay in, Tune in

St Christopher's Playgroup recognises the 'potentially' serious risks to children, staff and visitors in emergencies or harmful situations. A lockdown may take place where there is perceived risk of threat to the Playgroup, children, its staff, visitors or property. Where possible, the playgroup 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 Playgroup grounds (all grounds connected to St Christopher's Church) or in local area where danger remains a possibility.
- In the event of an incident which is considered a terrorist act on or near St Christopher's Playgroup or when local/national authorities advise a precautionary lockdown.
- In emergency situations within the local environment of the setting where there is a possible risk from spills or poisonous fumes.
- In instances including domestic breakdowns where estranged parties are attempting to abduct children.
- In instances where personnel, students, volunteers or staff within the setting become a risk to the well-being of others.

Procedures

A lockdown will be initiated by a recognisable signal of three blows of the whistle (a safe space will be shared following signal) Lockdown procedures will be practiced from time to time to ensure staff and children are familiar with them.

Follow the close procedure

I. Close all windows and doors
II. Lock up
III. Out of sight and minimise movement
IV. Stay as silent as possible and avoid drawing any attention
V. Endure. Be aware that you may be in lockdown for some time

This procedure will be adapted from point three depending on occurring threat.

The following three steps provide guidelines for staff, students and visitors in an emergency situation

1. On hearing the lockdown signal playgroup manager/deputy will call for assistance using 999 ensuring as much detail is gathered and shared (unless lockdown initiated by national/local authorities in which case continue to liaise with appropriate authority)
2. Staff will recheck all outer doors and windows are secure and locked
3. Ensure phone, first aid box, register and contact details are to hand

In the setting:

All staff not involved in above guidance, to ensure all children are gathered as quickly and calmly into named ‘safe space’ with registration taken asap and final checks to ensure all children and staff are accounted for. Ensure children are calm being attentive to their concerns while remaining positive. Remain in lockdown until police or other authorities give all clear.

Parents and carers to be informed by one message at earliest possibility, offering factual information along with reassurance that all policies and procedures are being followed and Police/authorities are involved, advising parents to remain at home until situation is over. A second ‘all clear’ message to parents/carers to be sent when all clear given indicating collection of children.

This policy was adopted at a meeting of	St Christopher’s Playgroup	name of setting
Held on	September 2026	(date)
Date to be reviewed	September 2027	(date)
Signed on behalf of the management committee	KJCookes	
Name of signatory	Karen Cookes	
Role of signatory (chair)	Playgroup Manager	