

Lockdown Policy

The Staff and Committee of Shaw Ridge Playgroup have considered the need for robust and tested **lockdown procedures**.

Shaw Ridge Playgroup are directed by Shaw Ridge Primary School.

Lock down procedures will be practised each term so that staff and children are familiar with them. This will be recorded in the lockdown log book and any further actions to be taken to improve the drill procedure.

Lockdown procedures are a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and children in the playgroup. Procedures aim to minimise disruption to the environment whilst ensuring the safety of all children and staff. Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and children in the playgroup)
- An intruder on the school site (with the potential to pose a risk to staff and children)
- In instances including domestic breakdowns where estranged parties are attempting to abduct children.
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc)
- A major fire in the vicinity of the school
- The close proximity of a dangerous dog/animals roaming loose

Parents will be given enough information about what will happen so that they:

- Are reassured that the playgroup understands their concern for their child's welfare, and that it is doing everything possible to ensure his/her safety
- Do not need to contact the playgroup. Calling the school could tie up telephone lines that are needed for contacting emergency providers
- Do not come to the playgroup. This could interfere with emergency provider's access to the playgroup and may even put themselves and others in danger
- Wait for the playgroup to contact them about when it is safe for you to come get your children, and where this will be from.

This policy was adopted at a meeting of Shaw Ridge Playgroup name of setting

Held on _____ (date)

Date to be reviewed _____ (date)

Signed on behalf of the management
committee

Name of signatory

Role of signatory (e.g. chair/owner)

Chairperson
