



St Paulinus Pre-School

St Paulinus Centre,
Hillcrest Road,
Marlpit Hill,
Edenbridge,
TN8 6JS



Lockdown Policy

St Paulinus Pre School recognises the potential risk to children, staff and visitors in the event of an emergency or harmful situation. In the event of a perceived risk of threat to pre school a lockdown may take place. Where possible St Paulinus will act to ensure the safety of all in the setting in the following situations

- any attempt to abduct a child
- unauthorised persons attempt to enter pre school building or grounds
- anyone present in the setting who become a threat to the wellbeing of others
- any emergency situation i.e. potential risk of fumes, spillage within the setting, danger outside the setting

The lockdown procedure will be initiated by the person in charge and will instruct LOCKDOWN. The CLOSE procedure will be followed

- Closer all windows and doors
- Lock doors
- Out of sight and keep movement to a minimum
- Stay quiet to avoid any attention
- Endure – be prepared you may be locked down for some time.

Lockdown Procedure

- Once a lockdown has been initiated the manager will call the emergency services immediately
- If the threat is in at the front of the building the children and staff will move to the main hall. The lights will be turned off and the blinds closed. The doors will be locked. The manager will take the register and the phone. The children and staff will sit on the floor quietly and the children will be kept calm and reassured.
- If the threat is at the back of the hall the children and staff will move to the front office room. Again, the lights will be turned off and blinds closed. The doors will be locked. The manager will take the register and phone. The children and staff will sit on the floor quietly and the children will be kept calm and reassured.
- If the threat is in the garden or outside pre school the children will return to the main hall and follow the hall procedure for lockdown.
- No one is to leave the room during lockdown.
- Staff and children will remain the room until it is safe to exit.
- The manager will inform all parents and trustees of the event.