The Fledgelings Preschool
www.fledgelingspreschool.co.uk

1. Health & safety

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1.1 Health and safety general standards

What is health and safety?

Health and safety is described as the regulations and procedures intended to prevent accidents or injuries in workplaces or public environments. The Health and Safety Executive (HSE) describes health and safety as '*an ongoing process, not a one-off task'.* Risk assessment, including 'dynamic' risk assessment, is key to achieving this.

What is risk assessment?

Risk assessment involves awareness of the environment and activities that could cause harm and deciding what needs to be done to prevent that harm, making sure identified actions are adhered to and updated as required.

The law does not require that all risks be eliminated – but that 'reasonable precaution' is taken. This is particularly important when balancing the need for children and young people to manage appropriate risks through physically challenging play. Children and young people need the opportunity to work out what is not safe and what they should do when faced with a risk.

Risk assessments are carried out at the Fledgelings Preschool to ensure the safety of children, staff, parents, carers, and visitors. Individuals in the workplace are responsible for the health and safety of premises, equipment and working practices. We have a 'corporate responsibility' and 'duty of care' to those who work in and receive a service from our provision. Individuals are also responsible for ensuring their own and others safety.

Policy statement

This setting believes that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers.

- We aim to make children, parents and staff aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.
- The setting manager undertakes training and ensures staff have adequate training in health and safety matters and takes overall responsibility for health and safety including risk assessments. The setting manager ensures that checks/work to premises are carried out and records are kept.
- At the Fledgelings Preschool, the member of staff responsible for health and safety is Kyleigh Nicholls.
- We display the necessary health and safety poster in the cloakroom.

Insurance cover

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed in the entrance lobby and the office.

Procedures

Awareness raising

- Our induction training for staff and volunteers includes a clear explanation of health and safety issues so that all adults are able to adhere to our policy and procedures as they understand their shared responsibility for health and safety. The induction training covers matters of employee well-being, including safe lifting and the storage of potentially dangerous substances.
- Records of these induction training sessions are kept and new staff and volunteers are asked to sign the records to confirm that they have taken part.
- As appropriate, Health and safety issues are explained to the parents of new children so that they understand the part played by these issues in the daily life of the setting.

- Health and safety training is included in new staff induction, and health and safety is discussed regularly at staff meetings, as necessary.
- We operate a no smoking policy.
- Children are made aware of health and safety issues through discussions, planned activities and routines.
- Safety sweeps are conducted before children arrive when setting up for the day or closing in the evening. Some areas of provision will need safety checks throughout the day, for example toilets.

Safety of adults

- Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- When adults need to reach up to store equipment they are provided with safe equipment to do so.
- All warning signs are clear and in appropriate languages.
- Adults do not remain in the building on their own or leave on their own after dark without another adult being made aware.
- The sickness of staff and their involvement in accidents is recorded. The records are reviewed termly to identify any issues that need to be addressed.

Windows

- Low level windows are made from materials that prevent accidental breakage or are made safe.
- Windows above the ground floor are secured so that children cannot climb through them.
- We ensure that any blind cords are secured safely and do not pose a strangulation risk for young children.

Doors

- We take precautions to prevent children's fingers from being trapped in doors.

Floors

- All floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged.
- Any wet spills are mopped up immediately.
- Walkways and stairs are left clear and uncluttered.
- Stair gates are in place at top of the stairs.

Electrical/gas equipment

- All electrical/gas equipment conforms to safety requirements and is checked regularly.
- Our boiler/electrical switch gear/meter cupboard is not accessible to the children.
- Electric sockets, wires and leads are properly guarded and the children are taught not to touch them.
- There are sufficient sockets to prevent overloading.

- We endeavour to switch electrical devices off from the plug after use.
- The temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation is adequate in all areas including storage areas.

Storage

- All resources and materials which are used by the children, are stored safely.
- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

Outdoor area

- Our outdoor area is securely fenced. All gates and fences are childproof and safe.
- Our outdoor area is checked for safety and cleared of rubbish, animal droppings and any other unsafe items before it is used.
- Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.
- Where water can form a pool on equipment, it is emptied and cleaned before children start playing outside.
- Our outdoor sand pit is covered when not in use and is cleaned regularly.
- All outdoor activities are supervised at all times; and particularly children on climbing equipment.
- We check that children are suitably attired for the weather conditions and type of outdoor activities; ensuring that suncream is applied and hats are worn during the summer months.
- We ensure that there are enough shaded areas for the children to use the outdoor area safely during hot weather. Water will also be available.
- The outdoor area will be used during every session although some extreme weather conditions may deem it unsafe to go outside, in which case we will endeavour to provide similar activities indoors.

Hygiene

- We seek information from the Public Health England to ensure that we keep up-to-date with the latest recommendations.
- Our daily routines encourage the children to learn about personal hygiene.
- We have a daily cleaning routine for the setting which includes play rooms, kitchen, rest area, toilets and nappy changing areas. Children do not have unsupervised access to the kitchen.
- We have a schedule for cleaning resources and equipment, dressing-up clothes and furnishings.
- The toilet area has a high standard of hygiene including hand washing and drying facilities and facilities for the disposal of nappies.
- We implement good hygiene practices by:
  - cleaning tables between activities;
  - cleaning and checking toilets regularly;
  - wearing protective clothing - such as aprons and disposable gloves - as appropriate;
  - providing sets of clean clothes;

- providing tissues and wipes.

Activities and resources

- Before purchase or loan, equipment and resources are checked to ensure that they are safe for the ages and stages of the children currently attending the setting.
- We keep a full inventory of all items in the setting for audit and insurance purposes.
- The layout of our play equipment allows adults and children to move safely and freely between activities.
- All our equipment is regularly checked for cleanliness and safety, and any dangerous items are repaired or discarded.
- If something becomes unsafe and needs repairing, we ensure that the area is safe and separate from general use until it has been repaired.
- All our materials, including paint and glue, are non-toxic.
- We ensure that sand is clean and suitable for children's play.
- Physical play is constantly supervised.
- We teach children to handle and store tools safely.
- If children fall asleep in-situ, it may be necessary to move or wake them to make sure they are comfortable and they remain supervised at all times.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.
- Any faulty equipment is removed from use and is repaired. If it cannot be repaired it is discarded. Large pieces of equipment are discarded only with the consent of the manager.

Jewellery and accessories

- Our staff do not wear jewellery or fashion accessories, such as belts or high heels, that may pose a danger to themselves or children.
- Parents must ensure that no jewellery is worn by children apart from small stud earrings, to prevent jewellery getting caught when climbing or necklaces that may pose a risk of strangulation.

Control of substances hazardous to health

- Our staff implement the current guidelines of the *Control of Substances Hazardous to Health Regulations (COSHH)*.
- Hazardous substances are stored safely away from the children.
- We keep all cleaning chemicals in their original containers.
- We keep the chemicals used in the setting to the minimum in order to ensure health and hygiene is maintained. We do not use bleach.
- Environmental factors are taken into account when purchasing, using and disposing of chemicals.

- All members of staff are vigilant and use chemicals safely.
- Members of staff wear protective gloves when using cleaning chemicals.

Dynamic risk assessments

These ongoing risk assessments are carried out by staff to identify and respond to risk as they arise during the day. For example, an educator may notice a wet floor, so will take prompt action to reduce the risk.

Legal framework

Health and Safety at Work etc Act 1974
Health and Safety (Consultation with Employees) Regulations 1996
Management of Health and Safety at Work Regulations (1999)
Regulatory Reform (Fire Safety) Order 2005)
Electricity at Work Regulations (1989)
Regulation (EC) No 852/2004 of the European Parliament and of the Council on the hygiene of foodstuffs
Manual Handling Operations Regulations (1992) (Amended 2002)
Medicines Act (1968)
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) (Amendment) Regulations 2012
Control of Substances Hazardous to Health (COSHH) Regulations 2004
Health and Safety (First Aid) Regulations 1981
Childcare Act 2006

1.2 Maintaining Children's Safety and Security on Premises

Policy statement

We maintain the highest possible security of our premises to ensure that each child is safely cared for during their time with us.

Procedures

Children's personal safety

- We ensure all employed staff have been checked for criminal records by an enhanced disclosure with children's barred list check through the Disclosure and Barring Service.
- Adults do not normally supervise children on their own, unless under exceptional circumstances, and always within hearing of another adult.
- All children are supervised by adults at all times.
- Whenever children are on the premises at least two adults are present.
- We carry out risk assessments to ensure children are not made vulnerable within any part of our premises, nor by any activity.

Security

- Systems are in place for the safe arrival and departure of children.
- The times of the children's arrivals and departures are recorded.
- The arrival and departure times of adults - staff, volunteers and visitors - are recorded.
- Our systems prevent unauthorised access to our premises.
- Our systems prevent children from leaving our premises unnoticed.
- We only allow access to visitors with prior appointments.
- Our staff check the identity of any person who is not known before they enter the premises.
- We keep front doors and gates locked shut at all times. Back doors are kept locked shut at all times where they may lead to a public or unsupervised area.
- The personal possessions of staff and volunteers are securely stored during sessions.
- Minimal petty cash is kept on the premises.

1.3 Supervision of Children on Outings and Visits

Policy statement

Children benefit from being taken out of the setting to go on visits or trips to local parks or other suitable venues for activities which enhance their learning experiences. Staff in our setting ensure that there are procedures to keep children safe on outings; all staff and volunteers are aware of and follow the procedures below.

Procedures

- All off-site activity has a clearly identified educational purpose with specific learning and development outcomes.
- There is a designated lead for each excursion who is clear about their responsibility as designated lead.
- Parents sign a general consent on registration for their children to be taken out as a part of the daily activities of the setting.
- This general consent details the venues used for daily activities.
- A risk assessment for each venue is carried out, which is reviewed regularly.
- Parents are always asked to sign specific consent forms before major outings.
- A risk assessment is carried out before an outing takes place.
- Any written outing risk assessments are made available for parents to see.
- Our manager signs off every risk assessment.
- Children with allergies or other specific needs have a separate risk assessment completed i.e. child with allergies visiting a supermarket.
- An excursion will not go ahead if concerns are raised about its viability at any point.
- A minimum of two staff, one of whom must be Level 3 and hold a paediatric first aid certificate, accompany children on outings. Our adult to child ratio is high, normally one adult to two children for 2 year olds, and one adult to four children for 3 and 4 year olds, depending on their sensibility and type of venue as well as how it is to be reached. Ratios are always dependent on the needs of individual children and a 1:1 ratio or higher may be needed. This should be assessed before every trip. If a child has a specific health need that requires specialist training, then the allocated member of staff must be trained and confident to meet their medical needs.
- Named children are assigned to individual staff to ensure each child is individually supervised, to ensure no child goes astray, and that there is no unauthorised access to children.
- Parents on outings are responsible for their own children only.
- Staff frequently count their designated children and ensure hands are held when on the street and crossing the road.

- Outings are recorded in an outings record file kept in the setting stating:
  - The date and time of outing.
  - The venue and mode of transport.
  - Names of staff assigned to named children.
  - Time of return.
- Staff take a mobile phone on outings, and supplies of tissues, wipes, pants etc as well as a mini first aid pack, snacks and water. The amount of equipment will vary and be consistent with the venue and the number of children as well as how long they will be out for. We ensure the children have had sun cream applied as needed and that they are dressed appropriately for the type of outing and weather conditions.
- Staff take a list of children with them with contact numbers of parents/carers and a copy of our Missing Child Policy.
- A minimum of two staff should accompany children on outings and a minimum of two should remain behind with the rest of the children.

Farm and zoo visits

Staff are aware of the risks posed by infections such as E.coli being contracted from animals. They are also aware of toxic substances used on farms that could be hazardous to health. Staff are vigilant of the natural dangers presented by a farm or zoo visit and conduct a risk assessment prior to the visit.

- The venue is contacted in advance of the visit to ensure no recent outbreaks of E.coli or other infections. If there has been an outbreak the visit will be reviewed and may be postponed.
- Hands are washed and dried thoroughly after touching an animal.
- Nothing is consumed whilst going round the farm. Food is eaten away from animals, after thoroughly washing hands.
- Children are prevented from putting their faces against animals or hands in their own mouths.
- If animal droppings are touched, hands are washed and dried immediately.
- Shoes are cleaned and hands washed thoroughly as soon as possible on departure.
- Staff or volunteers who are or may be pregnant, should avoid contact with pregnant ewes and may want to consult their own GP before the visit.
- Farmers have a responsibility to ensure that hand washing and drying facilities are available and are suitably located, that picnic areas are separate and clean, and that all other health and safety laws are fully observed.

Suspicious behaviour observed.

If a member of staff, student, parent / carer or child / young person, notices that a member of the public is behaving suspiciously near a group of children / young people on an outing this is

reported immediately to the designated lead for the trip or outing. Suspicious behaviour might include:

- A known person who should not have contact with a specific child / young person, i.e., as part of a Child Protection Plan or a Court Order, tries to approach the child.
- A member of the public is paying too much attention to the group or following them.
- A member of the public is taking photographs or videoing the group, or,
- any other behaviour that raises concerns for the safety of the children, including indecent behaviour.

The following actions take place dependent on the location of the concern:

Inside a public building

- The group stays together and the designated lead for the outing locates a security guard, or reception desk to report their concerns.
- The group returns to the setting immediately if the children have been upset, or the person acting suspiciously cannot be located by security staff.

In a public outdoor area

- The group stays together and moves away from the area where the person is behaving suspiciously. Moving towards a more densely populated area, or a 'safe' indoor space.
- If they are followed, the lead person phones the Police to report the behaviour.
- The lead person conducts a dynamic risk assessment to decide if they should challenge the behaviour, for example, '*please do not take photographs of the children.', m*aking sure that their actions do not cause alarm to the children or put themselves at any risk. Please note that in most circumstances the person acting suspiciously should not be approached – the safety of the group remains paramount.
- The Police are informed of the incident as soon as possible and a description of the person is given. The designated lead for the outing will act on the advice of the Police for the group to either remain at the site, or to return to the setting.
- On return to the setting a critical safeguarding incident form is completed, and the incident is reviewed with the Service Manager who will advise on how parents are informed.

1.4 Risk Assessment

Policy statement

Our setting believes that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers by assessing and minimising the hazards and risks to enable the children to thrive in a healthy and safe environment.

The basis of this policy is risk assessment. Risk assessment means:
Taking note of aspects of your workplace and activities that could cause harm, either to yourself or to others, and deciding what needs to be done to prevent that harm, making sure this is adhered to.

The law does not require that all risk is eliminated, but that 'reasonable precaution' is taken. This is particularly important when balancing the need for children to be able to take appropriate risks through physically challenging play. Children need the opportunity to work out what is not safe and what they should do when faced with a risk.
Health and safety risk assessments inform procedures. Staff and parents should be involved in reviewing risk assessments and procedures – they are the ones with first-hand knowledge as to whether the control measures are effective – and they can give an informed view to help update procedures accordingly.

Our risk assessment processes follow five steps as follows:

- Identification of risk: Where is it and what is it?
- Who is at risk: childcare staff, children, parents, cooks, cleaners etc?
- Assessment as to the level of risk as high, medium, low. This takes into account both the likelihood of it happening, as well as the possible impact if it did.
- Control measures to reduce/eliminate risk: What will you need to do, or ensure others will do, in order to reduce that risk?
- Monitoring and review: How do you know if what you have said is working, or is thorough enough? If it is not working, it will need to be amended, or maybe there is a better solution.

Procedures

- Our manager undertakes training and ensures that staff and volunteers have adequate training in health and safety matters.
- Our risk assessment process covers adults and children and includes:

- determining where it is helpful to make some written risk assessments in relation to specific issues, to inform staff practice, and to demonstrate how we are managing risks if asked by parents and/or carers and inspectors;
- checking for and noting hazards and risks indoors and outside, in relation to our premises and activities;
- assessing the level of risk and who might be affected;
- deciding which areas need attention; and
- developing an action plan that specifies the action required, the time-scales for action, the person responsible for the action and any funding required.

- We maintain lists of health and safety issues, which are checked daily before the session begins as well as those that are checked on a weekly and termly basis when a full risk assessment is carried out.
- Any checks, such as electricity and gas safety checks, and any necessary work to the setting premises are the responsibility of the Tile Kiln Church trustees.
- Our manager carries out risk assessments that include relevant aspects of fire safety, food safety for all areas of the premises.
- Our manager carries out risk assessments for work practice including:
  - changing children;
  - preparation and serving of food/drink for children;
  - children with allergies;
  - cooking activities with children;
  - supervising outdoor play and indoor/outdoor climbing equipment;
  - assessment, use and storage of equipment for disabled children;
  - the use and storage of substances which may be hazardous to health, such as cleaning chemicals;
  - visitors to the setting who are bring equipment or animals as part of children's learning experiences; and
  - following any incidents involving threats against staff or volunteers.
- Our manager carries out risk assessments for off-site activities if required, including:
  - children's outings (including use of public transport)
  - home visits; and
  - other off-site duties such as attending meetings, banking etc.
- We take precautions to reduce the risks of exposure to Legionella (Legionnaires disease). Our manager ensure that we are familiar with the HSE guidance and risk assess accordingly.

Legal framework

- Management of Health and Safety at Work Regulations 1999

1. 5 Animals in the Setting

Policy statement

Children learn about the natural world, its animals, and other living creatures as part of the Learning and Development Requirements of the Early Years Foundation Stage. This may include contact with animals, or other living creatures, either in the setting or in visits. We aim to ensure that this is in accordance with sensible hygiene and safety controls.

Procedures

Animals in the setting as pets

- We do not generally have animals as pets in our setting unless they are low-maintenance and may form part of a project such as butterflies or snails.
- We carry out a risk assessment with a knowledgeable person accounting for any hygiene or safety risks posed by the animal or creature.
- We take account of the views of parents and children when selecting an animal or creature to visit the setting, as well as any allergies or issues that individual children may have any animals or creatures.
- We provide suitable housing for the animal or creature and ensure this is cleaned out regularly and is kept safely.
- We ensure the correct food is offered at the right times.
- We make arrangements for weekend and holiday care for the animal or creature.
- Children are taught correct handling and care of the animal or creature and are supervised.
- Children wash their hands after handling the animal or creature and do not have contact with animal soil or soiled bedding.
- Staff wear disposable gloves when cleaning housing or handling soiled bedding.
- If animals or creatures are brought in by visitors to show the children they are the responsibility of the owner.
- The owner carries out a risk assessment, detailing how the animal or creature is to be handled and how any safety or hygiene issues will be addressed.

Legal framework

- The Management of Health and Safety at Work Regulations 1999

1.6 No Smoking

Policy statement

We comply with health and safety regulations and the Safeguarding and Welfare Requirements of the EYFS in making our setting a no-smoking environment - both indoors and outdoors.

Procedures

- All staff, parents and volunteers are made aware of our no-smoking policy.
- E-cigarettes are not permitted to be used on the premises.
- Staff who smoke or use e-cigarettes do not do so during working hours, unless on a break and well away from the premises.
- Staff who smoke during their break make every effort to reduce the effect of the odour and lingering effects of passive smoking for children and colleagues.
- Smoking is not permitted in any vehicles belonging to the setting.
- Staff are made aware that failure to adhere to this policy and procedures may result in disciplinary action.
- It is a criminal offence for employees to smoke in smoke-free areas, with a fixed penalty of £50 or prosecution and a fine of up to £200.

Legal framework

- The Smoke-free (Premises and Enforcement) Regulations 2006
- The Smoke-free (Signs) Regulations 2012

1.7 Staff Safety including Home Visits

Policy statement

This setting believes that the health and safety of all staff is of paramount importance and that all staff have the right to work in a safe environment. We support safe working both on and off the premises, acknowledging the needs and diversity of children and their family.

Procedures

General

- All staff in the building early in the morning, or late in the evening, ensure doors and windows are locked.
- Where possible, at least the first two members of staff to arrive in the building arrive together, and the last two members of staff in the building leave together.
- Visitors are generally only allowed access with prior appointments and only admitted once their identity has been verified.
- Minimal petty cash is kept on the premises.
- When taking cash to the bank, members of staff are aware of personal safety. Managers carry out a risk assessment and develop an agreed procedure appropriate to the setting, staff and location.
- Members of staff make a note in the diary of meetings they are attending, who they are meeting and when they are expected back.
- Managers have good liaison with local police and ask for advice on safe practice where there are issues or concerns.

Home visits

Where staff members conduct home visits, this is done at the manager's discretion and the following health and safety considerations apply:

- Prior to a home visit the key person and manager undertake a risk assessment that is specific to the visit being undertaken.
- Members of staff normally do home visits in pairs – usually the manager/deputy manager with the key person.
- Each home visit is recorded in the diary with the name and address of the family being visited, prior to the visit taking place.
- Staff alert an agreed contact person in the setting when they are leaving to do the home visit and advise on their expected time of return.

- If there is any reason for staff to feel concerned about entering premises, they do not do so, for example, if a parent appears drunk.
- Members of staff carry a mobile phone when going out on a home visit.
- Staff identify an emergency word/phrase, which is made known to all staff in the setting, so that if they feel extremely threatened or in danger on a home visit they can covertly alert other members of staff via a telephone call to the situation. Use of the agreed word/phrase will initiate an immediate 999 call to be made.
- If staff do not return from the home visit at the designated time, the contact person attempts to phone them and continues to do so until they make contact.
- If no contact is made after a reasonable amount of time has passed, the contact person rings the police.
- A home visit would only be conducted in the event of a safeguarding concern.

Dealing with agitated parents/visitor in the setting

- If a parent or visitor appears to be angry, upset or possibly hostile, two members of staff will lead the parent away from the children to a less open area, but will not shut the door behind them.
- If the person is standing, staff will remain standing.
- Members of staff will try to empathise and ensure that the language they use can be easily understood.
- Staff will speak in low, even tones, below the voice level of the parent.
- Members of staff will make it clear that they want to listen and seek solutions.
- If the person makes threats and continues to be angry, members of staff make it clear that they will be unable to discuss the issue until the person stops shouting or being abusive, while avoiding potentially inflammatory expressions such as ‘calm down’ or ‘be reasonable’.
- If threats or abuse continues, members of staff will explain that the police will be called and emphasise the inappropriateness of such behaviour in front of children.
- After the event, details are recorded in the child’s personal file together with any decisions made with the parents to rectify the situation and any correspondence regarding the incident.

1. 8 Emergency Lockdown

Policy statement

The Fledgelings Preschool recognises the potentially serious risks to children, staff and visitors in emergency or harmful situations.

Most of our existing procedures for handling an emergency situation involve evacuation of the premises and will be focused on an event happening in your building. However, in some situations, we may be advised to stay put (lockdown) rather than evacuate the premises.

In the event of an incident, 'lockdown' of a building or buildings is an emergency procedure to secure and protect occupants near an immediate threat. By controlling movement in an area, emergency services can contain and handle the situation more effectively.

A lockdown may take place where there is a perceived risk of threat to the preschool, its staff, children, visitors or property. Where possible, the preschool will act to ensure the safety of all personnel in the setting in the following situations:

- In the event that unauthorised person(s) or animals considered dangerous, are on preschool grounds.
- In instances including domestic breakdowns where estranged parties are attempting to abduct children.
- In instances where staff, students, volunteers or visitors from within the building become a threat to the well-being of others.
- In emergency situations within the environs of the school where there is potential risk from spills or poisonous fumes.

When a lockdown needs to be initiated, the manager will inform the staff of the situation using a codeword, which will distinguish the type of threat and let the staff know what actions need to be taken.

Lockdown procedures will be practised from time to time so that staff are familiar with them.

Procedures

If an emergency happens the preschool manager will act quickly to assess the likelihood of immediate danger. In most cases the assumption should be that it is safer to stay put and place the setting into 'lockdown' until the emergency services arrive.

As soon as the emergency services arrive it is essential staff comply with instructions at all times.

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

1. On hearing the lockdown signal the Preschool Manager/Deputy will call for assistance - 999.

2. Staff should remain calm at all times.

3. In the event of a building lockdown, it is mandatory that all children and staff make their way to the nearest play room and lock the doors whilst they await further instructions from the manager.

4. Staff will close all windows and blinds in the rooms and lock the door, if possible.

5. Staff will turn off the lights and electrical devices.

6. The manager/deputy will collect the medical box, emergency box including contact details, register and mobile phone.

7. The manager will do an immediate headcount and take a complete register of everyone in the room.

8. Everyone should remain quiet and movement kept to a minimum.

9. Where possible, the following text or phone message will be issued to all parents as soon as lockdown is announced and we have ascertained the situation is not a false alarm:

> "*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."*

10. No one is to leave the room during the lock down.

11. There must be NO non-essential calls made on mobile phones or landlines. It is vital that lines are kept clear.

12. Everyone should remain in their positions until the "all clear" is announced by the emergency services.

Further guidance

- Preschool Learning Alliance - Responding to Emergencies. Available at: https://www.pre-school.org.uk/responding-emergencies (Accessed Oct 2017).

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On	October 2026
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Name of signatory	Ann Goodall
Role of signatory	Committee Member