

West Green Playgroup



Emergency Lockdown Procedures Policy

Policy Statement

West Green Playgroup recognises the potentially serious risks to children, staff, and visitors in emergency or harmful situations. A lockdown may take place where there is a perceived risk of threat to the playgroup, its staff, children, visitors, or property.

A lockdown will be initiated by a member of staff blowing the whistle to gather all the children together and take them inside the building as quickly as possible. The playgroup Manager or Assistant Manager will immediately call 999.

Lockdown procedures

Staff will move the children out of sight to the QUIET ROOM. Both doors will be locked. The Manager or Assistant Manager to bring the phone and register.

The Assistant Manager will complete a head count of children whilst the Manager quickly checks the premises for any other children and adults.

Everyone will remain out of sight until further instructions are received from the emergency services.

The staff will attempt to keep the children as quiet and calm as possible until the dangerous situation is over.

Once the danger has passed

When we are completely sure that the danger is over, we will leave our safe place and continue our activities as far as possible.

The Manager/Assistant Manager will phone the parents/carers to inform them of the incident.

Records will be made of the event and actions taken will be recorded in our incident book. Ofsted and Early Years will be informed within 24 hours of the incident occurring.