

13. LOCKDOWN POLICY AND PROCEDURE

Cheam Baptist Church recognises the potentially serious risk 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 pre-school, its staff, children, visitors or property.

A perceived risk of threat may include:

- Any unplanned or unexpected visitor ringing the pre-school doorbell and when a member of staff has opened the small hall window to speak to them or viewed the live feed on the ring camera and perceives them to be dangerous.
- In the event that person(s), considered dangerous, have gained unauthorised access to the church premises/ pre-school grounds.
- In instances including domestic breakdowns where estranged parties are attempting to abduct children.
- In instances where personnel, students, volunteers or staff from within the setting become a threat to the well-being of others.

A lockdown will be initiated by a recognisable signal: - 3 Short blasts of the whistle and the call "We're going on a bear hunt"

Lock down procedure will be practised from time to time, **but at least once a year**, so that all staff and children are familiar with them.

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

1. Three (3) short blasts of the whistle and the call "We're going on a bear hunt" will signal lockdown procedures to take effect immediately.
2. On hearing the lock down signal, the Pre-school Manager/Leader will endeavour to call 999 for emergency assistance.
3. Once the lockdown procedure is activated, they will also endeavour to immediately advise the church office of the emergency situation, including details of what is happening, where and who is involved.
4. Staff will follow the procedures as shared with them in the lockdown procedures guidance.

Procedures for staff in the setting:

Follow the **CLOSE** procedure

Close all windows and doors

Lock up

Out of sight and minimise movement

Stay silent and avoid drawing any attention

Endure. Be aware that you may be in Lockdown for some time.

Upon hearing the Lockdown signal these steps should, if safe to do so, be followed immediately:

1. Staff to secure all windows and doors. Close all blinds.
2. Instruct all children to go the toilet area. Call in anyone from the playground and then lock the external door behind you.
3. Collect the first aid box, any child's medicine, the register and mobile phone.
4. Close doors to the toilet area and bolt and pull-down blinds.
5. Do a head count immediately and check against the register.
6. Supervise and ensure everyone remains out of sight and are sitting quietly. NB: There are some favourite books including, 'We are going on a bear hunt' kept on top of the apron dispenser in the toilet area in a zipped bag. These are to be read quietly to the children to keep them calm.
7. No one should be allowed out of the room or safe area during a lockdown procedure.
8. Remain in lockdown until the all-clear has been given and normal situation resumes.

Reviewed at committee in June 2026

To be reviewed again June 2027

*Recommendation: Practice the procedures with children before the academic year ends and check the policy is robust

Not to publish on the website.