



lintongrantaplaygroup

Pre-school and toddler group
Linton, Cambridgeshire

Title	Lock Down Procedure
Code	
Author	Janine Polley & Michelle Miller
Version	One
To be reviewed on	January 2020
Setting Details	Linton Granta Playgroup and Toddlers, The Activity Room Linton Village College, Cambridge Road, Linton, Cambridge, CB21 4JB Tel. 07806 744 864 Email: info@lintongrantaplaygroup.org.uk

Policy statement:

Lockdown procedures should be seen as 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 should 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 a staff and children)
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc)
- The close proximity of a dangerous dog roaming loose

Procedure:

- Awareness of dangers will be made aware to the LVC SLT.
- LVC SLT will instruct;
- Site team to turn off all bells and to be positioned with a view of the entry points to the site.

‘STAY IN’

- No other information will be given as they are trying to get round whole buildings.
- Reception will call: sports centre, science technicians, TAs, student support, pre-school, other lettings and cooks;
- If your area has an external door and you have a key please ensure it is locked.
- Do not let the pupils leave the Playgroup for any reason.

- Practitioners will aim to keep the children calm whilst escorting them in to the toilet area where they will be out of view through any windows.
- A bag will be kept in the toilet area containing, cups, biscuits and story books.
- SLT will, if safe, circulate the corridors-please direct any questions to them.
- Please **do not** ask ‘WHY?’ information will be given as needed during the lock down. After the danger has passed SLT will give information out.
- At the end of the danger the bells will be rung as if wet break, at this point the timings of the day will continue.
- SLT will continue to circulate for a period after to ensure all is OK with staff and pupils.

This policy was adopted at a meeting of Linton Granta Playgroup			
Held on			
Date to be reviewed	January 2020		
Signed on behalf of the Management committee	First signatory	Second Signatory	Approved By
Name of signatory	Rebecca Jacklin	Amy Jenns	
Role of signatory	Chair	Vice Chair	