



## Lock-in Policy and Procedure

At Marsh Green Pre-school we recognise 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 pre-school

Where possible, the pre-school will act to ensure the safety of all personnel in the setting in the following situations:

- in the event that unauthorised person(s) considered dangerous are on pre-school grounds;
- where domestic parties are attempting to abduct children;
- where staff, students or volunteers from within the setting become a threat to the well-being of others;
- in emergency situations where there is potential risk from spills and poisonous fumes from within the setting.

A lock-in will be initiated by the code phrase "RED CARD" (all staff to be advised). This is clearly distinguishable from the fire alarm/evacuation signal which is a whistle.

Lock-in procedures will be practised from time to time so that staff and children are familiar with them.

During a lock-in we will follow the CLOSE procedure:

- Close all the 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 lock-in for some time.

### Lock-in Procedure

1. On hearing the lock-in "RED CARD" the manager, Rebecca Shipp, will call for assistance by dialing 999. If the manager is absent the appointed deputy will raise the alarm.
2. In the event of a building lock-in, it is mandatory that all children and staff remain in the carpeted room. If children and adults are out in the garden they need to move indoors to the carpeted room.
3. Close windows and curtains in the room and close the door. Staff are responsible for ensuring that doors are locked in the main room.
4. Turn off the lights and electrical devices.
5. Position the children away from the windows and get them to sit down.
6. Take the register of everyone in the room.
7. Remind everyone to remain quiet and keep the children calm.
8. No one is to leave the room during the lock-in.

9. Remain in this position until it is safe and the situation is clear.

10. The pre-school telephone is to be kept in the carpeted room with staff.

**Contacting parents after the procedure**

The manager will contact the chairman of the trustees and/or Business Manager to cascade information and instructions to parents.

**This policy was reviewed and adopted at a Marsh Green Pre-school CIO  
committee meeting of**

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Held on (date)

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Signed:

\_\_\_\_\_

**(Manager)**

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Signed:

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**(Chairperson)**