**Lockdown Policy**

This lockdown policy aims to ensure the safety and wellbeing of all children, staff, and visitors in the event of a serious incident, threat, or emergency. It outlines the procedures to be followed to secure the premises and safeguard all individuals.

**Scope of the Policy:**

This policy applies to all children, staff, visitors, and contractors on-site during operational hours. It must be implemented when there is a perceived or actual risk to the safety of the children or staff within Wickselm House.

**Examples of situations requiring lockdown include:**

o External threats, such as individuals posing a danger.

o Severe weather events or natural disasters.

o Security threats, such as an intruder on the premises.

o Civil disturbances in the surrounding area.

**Types of Lockdown**

1. Partial Lockdown:

o Used when there is a potential threat outside the building.

o Staff and children remain indoors with external doors and windows secured.

o No one may enter or leave the premises until the situation is resolved.

2. Full Lockdown:

o Initiated when there is an immediate or direct threat to the safety of individuals on-site.

o Staff and children remain in secure rooms or designated safe zones.

o No movement between rooms unless advised by emergency services.

**Lockdown Procedures**

**1. Alerting Staff and Children:**

The lockdown will be initiated through the pre-arranged signal: a verbal message via telephone.

Staff must immediately respond and implement the appropriate actions.

**2. Protecting Children:**

Those who are outside of the setting’s buildings will be brought inside as quickly as possible, unless this endangers them or others. If children remain outside, they will move to the nearest place of safety, on or off site.

Escort children to pre-designated safe areas.

Ensure children are seated away from windows and doors.

Provide reassurance to children and keep them calm.

Maintain a quiet environment to avoid drawing attention.

**3. Securing the Building:**

Lock all doors, windows, and secure entry points.

Close blinds or curtains where possible.

Turn off lights to make rooms appear unoccupied.

Keep all mobile phones on silent mode.

**4. Communication:**

The senior leader will liaise with emergency services and provide updates to staff.

Parents will be informed via text, phone call, or email once it is safe to do so.

Staff must refrain from using personal phones to contact external parties unless instructed.

**5. Ending the Lockdown:**

The all-clear signal will be communicated by the senior leader (verbally by telephone).

The lockdown will only be lifted after confirmation from emergency services or when the threat is no longer present.

A debrief will take place following the incident to review procedures and address any concerns.

**Responsibilities**

**Senior Leader:**

Assess the nature of the threat and determine the level of lockdown required.

Liaise with emergency services and communicate instructions to staff.

Ensure the lockdown policy is reviewed and updated, if required, at least annually.

**Staff:**

Follow lockdown procedures immediately and ensure the safety of all children in their care.

Take attendance and report any missing children to the senior leader.

Maintain a calm and orderly atmosphere.

**Parents/Guardians:**

Cooperate with the setting’s communication channels during a lockdown.

Refrain from coming to the site until the all-clear is given.

**Training and Drills**

It is of vital importance that the lockdown procedures are familiar to all members of

Wickselm House staff. To achieve this, the lockdown procedures will be reviewed and

discussed in whole staff team training twice a year.

Feedback from drills will be used to improve procedures.

**Post-Lockdown Support**

Affected staff and children will be offered appropriate support and counselling services if needed.

A report of the incident will be prepared, and any lessons learned will be incorporated into future training and policy updates.

**Policy Review**

This policy will be reviewed annually or following a lockdown incident to ensure it remains effective and up to date.