

# *Rainbow Pre-School & Extended Services*



## **Lock Down Policy – Parents and Carers Information**

Rainbow Pre-School & Extended Services has a Lockdown Policy based upon the latest guidance from the local authority and is committed to doing everything possible to ensure the safety of all children and staff.

This policy is not shared publicly on our website for the safety of the children, staff and visitors but is shared with staff on a regular basis with practices being carried out throughout the academic year.

### **The following should be noted by parents and carers in the event of a lockdown:**

- If either the east or west site was to go into Lockdown, parents/carers will receive communication about the lockdown via EyLog, telephone or a newflash on our website as soon as is safe and practicable.
- Any communication provided to parents and carers will not give specific details in order to minimise the risk to children at the time.
- Parents/carers should not ring the pre-school in order to keep our telephone lines open for the emergency services and support agencies.
- Parents and carers should NOT come to the premises during a lockdown as this can interfere with emergency provider's access to the building or put people in further danger.
- Parents are asked NOT to share the details of a lock down and should also NOT be shared publicly on social media in order to safeguard their children.
- Parents/carers should wait to be advised when it is safe for them to come and collect their children via EyLog or telephone.
- Depending on the type and severity of the incident, parents/carers may be asked NOT to collect their children from pre-school as it may put them and their child at risk. Details of an alternative arrangement will be provided.
- Pupils will not be released to parents/carers during a lockdown unless this is agreed by the Manager, Head or Director.
- The pre-school day may be extended due to the lockdown, in which case

parents/carers will be notified and will receive information about the time and place pupils can be picked up via Eylog or phone call.

We understand that parents/carers will be concerned and we will endeavour to communicate regular, relevant information in order to alleviate undue anxiety and concern.

This policy was adopted by

Rainbow Pre-School & Extended  
Services

On

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5<sup>th</sup> June 2017

Reviewed - 30<sup>th</sup> June 2018

Reviewed - 20<sup>th</sup> November 2017 –  
Reviewed due to change of premises  
(East Site)

Reviewed - 9<sup>th</sup> November 2018

Reviewed - 1<sup>st</sup> November 2019

Reviewed – 17<sup>th</sup> November 2020

Reviewed – 1<sup>st</sup> October 2021

Reviewed- 27<sup>th</sup> September 2022

Signed on behalf of the provider

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H Adams

Name of signatory

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Hannah Adams

Role of signatory (e.g. chair, director or  
owner)

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Head of Teaching and Child  
Development

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