

# Rainbow Pre-School & Extended Services



## Lock Down Policy

### Policy statement

An evacuation or lockdown occurs when circumstances dictate that the safety of the children and staff is better ensured inside the building. The Lockdown procedure may be activated in response to any number of situations but should aim to minimise the disruption to the pre-school day and the learning and development of the children attending. Some typical incidents might be:

- A report incident/ civil disturbance in the local community (with potential to pose a risk to staff and children in the pre-school)
- An intruder on the pre-school site (with potential to pose a risk to staff and children in pre-school)
- A warning being received regarding a risk locally, of air pollution (smoke plumes, gas cloud etc)
- A major fire in the vicinity of the pre-school
- The close proximity of a dangerous animal roaming loose

This policy will not be available on the pre-school website so that the safety measures taken, in the event of a lock down, are not public knowledge. The policy and procedures will be reviewed annually and staff updated every year also. Lock down practices will take place through out the academic year.

### Procedure

#### Management of the situation will depend on the circumstances presented

- Remain calm
- Move slowly
- Obey instructions
- DO NOT PROVOKE AN INCIDENT

The following three stages must be followed:

Step 1      **GO IN**

Step 2      **STAY IN**

Step 3      **TUNE IN & TELL**

### Initial Notification

In the event that an incident occurs at Rainbow PS&ES The Duty Manager will determine the risk and need for 'Lockdown', deciding if there is a credible threat.

In the event of an incident requiring 'Lockdown' the person witnessing the incident must try to notify the Duty Manager (person in charge) to activate the lock down alarm. Alternatively, staff will be alerted to a threat raised by St Andrews Lower School on hearing the alarm sound. The alarm is one long continuous sound with no gaps.

The Duty Manager will immediately notify the Head or Director in the event of a lock down. Central Bedfordshire Council should be notified: 07964111942 or 0300 300 8000, their guidance should be followed and shared with St Andrews.

Walkie talkies will be turned on and switched to channel 3 to communicate with St Andrews. Walkie Talkies should only be used as necessary.

### **Movement around the building**

All children, staff and visitors indoors will remain in the area they are in, if safe to do so. If the children are outside playing, staff are to promptly direct children into the building, if it is safe to do so.

If movement inside the building is to be restricted then children will be gathered and seated on the floor away from windows and doors.

West Site main building – Children will be taken into the kitchen area in Sunbeam Room where windows will be closed and locked and blinds will be pulled down. The two end doors will be closed.

East Site main building – Children will be taken to the centre of the room by the messy play sink. External and internal doors will be kept closed and locked, windows closed and blinds pulled down. Doors will be locked including the internal corridor door.

East Site Group Room- Children to sit on floor in front of the sofa area, away from the windows. All of the blinds closed and lights off and doors remain locked.

All external doors will be locked, windows will be locked, blinds and curtains must be drawn. Staff will close and lock rooms and windows. All lights, music systems, TV, washing machine and computers are to be turned off. Staff must try to ensure (as best possible) children are kept calm and as quiet as possible. Staff are to keep alert to the emotional needs of the children, singing quiet songs or using the tablets to keep children engaged.

A register/ head count should be taken at this time by the Duty Manager.

### **All Clear Signal**

The 'All Clear' will be signalled by the Duty Manager or person in charge if the lock down was instigated by Rainbow and will be shared with St Andrews using the walkie talkies.

All doors and windows can be returned to the normal requirements and activities may continue as planned for the day.

A log will be made of the incident, relevant authorities will be informed and incident investigated.

### **Communication with Parents**

Parents will be notified of the lock down as and when practicable (using EyLog parent message facility and a newflash on our website).

Information relating to a lock down is published on our website, advising parents and carers that Rainbow has a lock down policy, that they are asked not to arrive at the pre-school during a lock down situation or to telephone in order to keep persons safe and communication lines open. Parents will receive updates as and when possible to help relieve their anxiety and provide them with reassurance.

Parents will be advised when it is safe to come to the pre-school so they can collect their child should they wish if the lockdown is lifted during the pre-school day. If the incident extends into afterschool club parents will be asked to refrain from collecting their child and updated when it is safe to do so.

### **Bomb Threats**

In the event of receiving an alert regarding a bomb threat (normally via telephone) the duty manager will telephone 999 and then inform the Head or Director. The police will respond. Also advise Central Bedfordshire Council using the emergency helpline for schools: 07964111942. Consultation will take place between the police and CBC and a decision may be made to evacuate.

The evacuation sites are as follows:

**East site** – The Orchard Community Centre

**West site** – St Andrews C of E Church (Shortmead Street)

### ***Prevent Strategy***

Under the Counter-Terrorism and Security Act 2015 we also have a duty *“to have due regard to the need to prevent people from being drawn into terrorism”*

### **Legal framework**

Sexual Offences Act (2003)

Criminal Justice and Court Services Act (2000)

Childcare (Disqualification) Regulations 2009 and 2018

Children and Families Act 2014

Serious Crime Act 2015

Counter-Terrorism and Security Act 2015

### **Further guidance**

Working Together to Safeguard Children (2023)

Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 (HMG 2018)

Information Sharing: Guidance for Practitioners providing Safeguarding Services (DfE 2024)

Disclosure and Barring Service: <https://www.matrixscreening.com/crvs>

Keeping Children Safe in Education (2025)

Fundamental British Values in the Early Years (EYFS 2025)

This policy was adopted by Rainbow Pre-School & Extended Services

On 5<sup>th</sup> June 2017

Reviewed on 19.09.25

Signed on behalf of the provider H Adams

Name of signatory Hannah Adams

Role of signatory (e.g. chair, director or owner) Head of Teaching and Child Development