

Lock down Policy and procedure

Ensuring children stay safe, guidance has been taken from government and local authority. Telford Playschool works with Telford Infant school to keep children safe from harm and terrorist attack.

In the unlikely event of a terrorist attack a bell will ring 5 times, this is operated from the school. In the event Playschool is concerned about a possible terrorist attack we will follow our procedure and call Infant school to alert them and they will go into lock down and Police called.

During lock down children will be reassured, adults will pretend that we are playing a '5 bell game' in our whispering voices. Stories will be read which have been stored in the office and water will be available to all. The only contact with the outside world will be through the police, lines must be kept open for the emergency services.

A Lock down drill will be practiced at least twice a year alongside the Infant school. In this case communication with the head will take place instead of the Police.

Lock down procedure

- Bell will ring 5 times or school to be contacted to be alerted
- All children and adults will go into office and toilet.
- A register will be taken of all children
- Doors to be locked
- Call police
- Whispering voices will be used and when possible, blinds closed
- Wait for police notification that all is safe
- When police have notified it is safe, we can enter playroom. Parents are called to inform all children are safe. Parents will then be asked to collect their children.

