



11.1 Helpston Playhouse Lockdown

Policy Statement

Where a trespasser threatens the premises and/or anyone within the site 'Lock-Down' procedures will be activated. The following steps will be taken:

STEP 1 - GO IN

STEP 2 - STAY IN

STEP 3 - TUNE IN

Overview – Lockdown

- In the event that unauthorised person(s) who are considered dangerous, are on preschool grounds.
- In instances of domestic breakdowns where estranged parties are attempting to abduct children.
- In instances where staff, children, volunteers and parents from within the setting become a threat to the well-being of others.
- In emergency situations within the environment of the setting where there is potential risk from spills and poisonous fumes.

A lockdown will be initiated by the Manager of the Playhouse, or Deputy in her absence with a recognisable signal of 3 whistle blows.

Lockdown Initiated

Where Lockdown is initiated, the Manager or Deputy will follow the **CLOSE** procedure.

- **Three whistle blows will be given**
- All children & other innocent parties outside of the Playhouse building will be quickly guided into Playhouse
- **Close** all windows and doors
- **Lock doors** & pull all the blinds down
- **Lock up the premises** to ensure there is no access
- **Keep out of sight** & minimise all movement

- Stay silent and avoid drawing any attention to yourself or anyone present in the setting
 - **ENDURE**- you might be in lockdown for some time ... be calm and patient.
- Inside the Playhouse building:**

Upon hearing the Lockdown signal, these steps will be followed.

1. Staff will guide children into the main room of the Playhouse. (Unless it is unsafe to do so when an alternative location will be communicated by the Manager).
2. Staff will secure all windows and doors.
3. Staff will instruct the children to move to the back of the room and stay calm.
4. The Manager or Deputy will collect the Register (Playhouse, Breakfast &/or OOSC), medical box and phone.
5. The Manager or Deputy will carry out a headcount and will check the appropriate Register to ensure that everyone is accounted for.
6. Staff will supervise the children in their care, ensuring that everyone remains out of sign and sitting quietly.
7. NO one will be allowed out of the room or safe area during the lockdown procedure
8. The Playhouse will remain in lock down until the 'all clear' has been given by the police, Manager or Deputy.

Lockdown procedures will be practiced to ensure the staff and children are familiar with them.

This policy was adopted at a meeting of Helpston Playhouse

Held on 21st March 2018

Date to be reviewed 21st March 2019

Signed on behalf of the Committee

Name of signatory Amy Ellis

Role of signatory Chairperson