

## 11.8 Lock Down Procedure

### **Purpose**

This policy affirms Robin Preschool's procedure for an Urgent Lock down Procedure and an Urgent Lock down Code Red where an intruder/chemical or gas escape or bomb threat maybe outside the school, or inside the school.

### **Policy**

Our Lock Down Procedure policy applies to all employees and provides the framework of principles for conducting safe measures are taken to keep all staff and children safe from harm.

This policy is based on the following:

- Act and maintain a high standard of integrity and professionalism
- Be responsible for ensuring all staff and children are accounted for and in a safe environment which is secure and out of sight.
- Staff are expected to co-operate with all employees in conducting themselves in a professional, calm and confident manner to bring safety to all.

Any employee in breach of this policy may be subject to disciplinary action, including termination.

Should an employee have doubts about any aspect of the Code of Conduct, they must seek clarification from the Manager.

This policy will be regularly reviewed by Robin Preschool and any necessary changes will be implemented by the Manager.

## URGENT LOCKDOWN(Intruder/chemical or gas escape/bomb threat)

The person who is first aware of an intruder/chemical or gas escape/bomb threat is to shout **URGENT LOCKDOWN** to your room and immediately notify the school office via the telephone by pressing 0 and saying "urgent lock down". If you are not aware of this first you will receive a call from the office stating "urgent lock down"

It will then be your responsibility to notify the other room (if not already aware), and pass the message on to the first classroom in the school corridor.

All staff will be required to make sure all children are in from outside, gathered in the classroom and taken to the designated safe area, the foyer. You **MUST** close all windows and blinds and lock all doors. You will make sure your children and staff are calm.

You must ensure that phones and registers are taken with you.

You will remain here until told otherwise by contact through the phone or another member of staff.

## URGENT LOCKDOWN CODE RED (Intruder who may be violent)

Following all the rules above you will state "Urgent Lock down Code Red" this if there is an intruder on the site who may be violent.

Everything remains the same as above.

This policy was adopted by.....

On.....

Date to be reviewed.....

Signed on behalf of provider.....

Name of Signatory.....

Role of Signatory.....

**Last Updated 5/9/17.**

**To be updated again on 05/9/18**