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**Tarporley Pre-School**

Rear of St. Helens Church, High Street, Tarporley, Cheshire CW6 0AG

Telephone: 01829 730233

**‘Lockdown’ Procedure**

A security incident is a warning that there may be a threat.

When the manager/ person in charge becomes aware of a security incident whether it is on Pre-School premises, the manager will inform staff. The manager will then call the police.

* The setting manager is aware of the current terrorist alert level, as available at [www.mi5.gov.uk/threat-levels](http://www.mi5.gov.uk/threat-levels).
* We follow any additional advice issued by the local authority.
* A text/phone message is issued to parents when lockdown is confirmed.

Suggested wording for parent message

*Due to an incident we have been advised by the emergency services to secure the premises and stay put until we are given the ‘all clear’. Please do not attempt to collect your child until it is safe to do so. We will let you know as soon as we are able to when that is likely to be. In the meantime we need to keep our telephone lines clear and would appreciate your cooperation in not calling unless it is vital that you speak to us.*

## Lock-down procedures

The manager will inform the staff of the **AMBER** alert by following these steps:

1. Inform staff that there is a security incident on the premises of the Pre-School or the school grounds and inform that is an ‘Amber alert’.
2. All staff and children are to stay in the Pre-school and carry on as normal. No one must go outside.
3. Any children playing outside must return inside as quickly as possible shutting the doors behind them.
4. Close all windows.
5. Close all blinds.
6. To wait for further instruction from the Manager.

The manager will inform the staff of the **RED** alert by the following steps:

1. All staff and children are to remain in the Pre-School and move to the furthest point away from the door, preferably out of sight of the door.
2. All windows are to be closed, where possible.
3. All blinds are to be closed, where possible.
4. Staff are to keep the children calm and quiet as much as possible as not to alert any intruders on the Pre-school premises.
5. Staff in the staff room must return to the main areas of the pre-school immediately.
6. Children playing outside must come inside at once shutting all doors behind them.
7. No one is to enter or leave the Pre-school unless it is the emergency services.
8. The staff are to wait for further instruction from management or emergency services.
9. The manager will stay in contact with the Emergency Services for further instructions.

If it is necessary to evacuate, the manager will: Inform Staff OR Sound the fire alarm and make way to assembly point

**Recording and reporting**

* The setting manager reports the lockdown to their line manager as soon as possible. In some situations, this may not be until after the event.
* A record is completed as soon as possible.

**Further guidance**

Members of the public should always remain alert to the danger of terrorism and report any suspicious activity to the police on 999 or the anti-terrorist hotline: 0800 789 321.

For non-emergency, call the police on 101.

**Bomb Threat**

Most bomb threats are made over the phone and the overwhelming majority are hoaxes, made with the intention of causing alarm and disruption.

If a bomb threat is received, the call recipient should:

**Stay calm and listen carefully**

* If practical, keep the caller talking and alert a colleague to **dial 999**
* Once off the phone, dial 1471 to obtain the number
* If the threat is a recorded message, write down as much detail as possible
* Follow police advice
* Close all windows
* Close all blinds

The management will assess the threat and seek further advice from the emergency services where appropriate.

If the threat is deemed plausible then the management will order the activation of the fire alarm and evacuation of the building.

If there is not enough time to follow these procedures and in an act of emergency, then: (please try and take responsibility of several children according to the normal ratios)

RUN

* Escape if you can
* Consider the safest options
* Is there a safe route? RUN if not HIDE
* Can you get there without exposing yourself to greater danger?
* Insist others leave with you
* Leave belongings behind

HIDE

* If you cannot RUN, HIDE
* Find cover from gunfire
* If you see the attacker, they may be able to see you
* Cover from view does not mean you are safe, bullets go through glass, brick, wood, and metal
* Be aware of your exits
* Try not to get trapped
* Be quiet
* Lock/barricade yourself in
* Move away from the door
* Call 999 – What do the police need to know? If you cannot speak or make a noise listen to the instructions given to you by the call taker
* If the caller does not reply, the assistant will ask for them to 'cough’ or make some other noise in the case of a police emergency.
* If even making any sound is dangerous the call will be put through to an automated system which asks the caller to press '55' if they are in trouble.
* Location – where are the suspects?
* Direction – Where did you last see the suspects?
* Descriptions – Describe the attacker
* Further information – Casualties, types of injuries, entrances, exits, hostages
* Stop other people entering the building unless safe to do so.

If you find that you need to run, please where possible take charge of the number of children according to the normal ratios.

Use the closest exit to you.

If you need to use staff cars, get as many children as possible in the cars that is safe to do so and drive out of the school premises and up the road.

Tell the older children to follow you while you are running down the driveway.

Knock on some neighbour’s doors to seek shelter.

If possible, grab the folder with the children’s contact details and a mobile phone.

Do not worry about other staff, get yourself and the children out!

**This Policy was adopted at the meeting of Tarporley Pre-School**

Signed on behalf of the Management Committee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of signatory: Vickie Riekert

Role of signatory: Chairperson

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| REVIEW DATE | SIGNED BY MANAGEMENT COMMITTEE | NAME OF SIGNATORY | ROLE OF SIGNATORY |
| MARCH 2023 |  |  |  |
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