

Parkway Pre-School

Lockdown Procedure:

At Parkway Pre-school our priority is for the staff and childrens wellbeing and safety. In the case of an emergency (not including fire or flood) or an incident potentially involving weapons we will follow this procedure:

1. Staff will use an alert signal or password such as **there is an Elephant outside**. This will start the lockdown procedure.
2. Staff will remain calm and assemble all the children inside the building. One member of staff will take the register. Everyone will remain inside.
3. Staff not supporting the children will quickly shut and lock all doors and windows. Blinds will be closed and lights switched off. The Pre-School emergency bag will be collected and First Aid kit.
4. Everyone will get down low on the floor and tables will be placed on the side around the children and adults to make a shield. Children will be reassured and comforted by staff.
5. Everyone will be encouraged to remain as quiet as possible. Mobile phones will be switched off during this period so staff and children cannot be located by phone signals.
6. If the danger is judged to be inside the building or closer than 3m to the Pre-School building all staff and children will gather inside the toy cupboard with the door locked. They will sit down and remain low to the floor until the danger has passed.
7. The Lockdown will be considered lifted when the all clear is given by Police or Emergency Services.

Date: July 2026

Review Date: Sept 2027