



Critical Situation / Lock Down

Policy statement

The world around us is changing and sadly in the news we hear of incidences, such as gunmen threatening schools. It is extremely rare that these situations occur, however Tiggers endeavours to do all they can to keep Staff and Children safe.

Procedures

- A member of staff will blow the whistle and shout “Lock Down, Lock Down, Lock Down”
- Children in the hall will be told to quickly go to the back of the building, in reception and sit near the cupboards away from windows
- Children outside will be told to go in the back door and sit near the cupboards away from the windows.
- Staff inside –Staff will check all areas, closing curtains, closing the hall door, closing the toilet doors and the kitchen door. The curtains will also be closed in the reception area. They will then sit with the children out the back
- Staff Outside – Staff will check all areas outside and will come inside, lock the back door and sit with the children.
- The Supervisor will phone the police and follow their guidance.
- The children will be kept as calm and quiet as possible with a story.