

KIA MENA MONTESSORI PRE-SCHOOL
The Pavilion, Beckenham Sports Club, Foxgrove Road,
Beckenham, Kent BR3 5AS
020 8658 9009
e-mail: kiamena@talktalkbusiness.net



LOCKDOWN POLICY

In some situations it is advised to stay put (lock-down) rather than evacuate the premises. 'Lock-down' of a building/group of buildings is intended to secure and protect occupants in the proximity of an immediate threat. By controlling movement in an area, emergency services can contain and handle the situation more effectively.

As with Fire Drills, at Kia Mena we rehearse simple 'age appropriate' actions with the children such as staying low to the floor, keeping quiet and listening to instructions in the same way that fire procedures are practiced. We do not call this 'Lock-down' to the children but simply practice moving to an instructed place in the setting and closing the doors. Lock-down must be rehearsed and recorded termly.

We follow advice issued by Government, relevant agencies and the local authority.

If a lock down situation does occur, parents will be informed immediately.

Lock-down procedures

If an incident happens the setting manager will quickly assess the likelihood of immediate danger. In most cases the assumption will be that it is safer to stay put and place the setting into 'lockdown' until the emergency services arrive. As soon as the emergency services arrive at the scene staff comply with their instructions.

During 'lock-down'

- Staff and children stay in their designated areas if it is safe to do so.
- Doors and windows are secured until further instruction is received.
- Curtains and blinds are closed where possible.
- Staff and children stay away from windows and doors.
- Children are encouraged to stay low and keep calm.
- Staff tune into a local TV or radio station for more information.
- Staff do NOT make non-essential calls on mobile phones or landlines.
- If the fire alarm is activated, staff and children remain in their designated area and await further instructions from emergency services, unless the fire is in their area. In which case, they will move to the next room/area, following usual fire procedures.

The door will not be opened once it has been secured until the manager is officially advised "all clear" or is certain it is emergency services at the door.

OCTOBER 2023

This policy will be reviewed annually