**LOCKDOWN PROCEDURE**

In cases of person/persons that could be a threat to the safety of the staff and children at Oscar pre-school the following procedure will take place:

1. Ring 999 then Clipstone Brook School.
2. The staff will gather all children and bring them into the quiet room.
3. One staff member will gather the register and check the toilets.
4. One staff member will lock all doors, windows and pull blinds turn lights off.
5. Register is taken to make sure all children and staff are present.
6. Keep children calm and safe.
7. This needs to be practiced half-termly.

Signed on behalf of the Voluntary Management Committee ………………………………………………….

Date: …………………………………………………………………..

Review Date: ………………………………………………………..