Beechoak Farm Montessori Pre-school

Promoting health, safety and hygiene

3.14 Terrorist threat/attack and lock-down

Procedure

Most procedures for handling an emergency are focussed on an event happening in the building. However, in some situations we may be advised to stay put (lock-down) rather than evacuate. By controlling movement in an area, emergency services can contain and handle the situation more effectively.

- Staff 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. Lock-down is be rehearsed and recorded regularly.
- We follow any advice issued by the local authority.
- Emergency procedures are reviewed and added to if needed.
- Information about this procedure is shared with parents and all staff are aware of their role during 'lockdown'.
- A text/email message is issued to parents when lockdown is confirmed.

Lock-down procedures

If an incident happens the manager acts quickly to 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 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 doors will not be opened once it has been secured until the manager informs staff to unlock.

During lockdown staff do NOT:

- *travel down long corridors*
- *assemble in large open areas*
- *call 999 again unless there is immediate concern for their safety, the safety of others, or they feel they have critical information that must be passed on*
- *use any alarming when around the children*

Following lockdown:

- *Staff will cooperate with emergency services to assist in an orderly evacuation.*
- *Staff will ensure that they have the register and children's details.*
- *Staff or children who have witnessed an incident will need to tell the police what they saw. The police may require other individuals to remain available for questioning.*
- In the event of an incident it is inevitable that parents will want to come to the setting and collect their children immediately. They will be discouraged from doing so, until the emergency services give the 'all clear'. Staff will be always acting on the advice of the emergency services.

Recording and reporting

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

This policy was adopted by staff at Beechoak Farm Montessori preschool.

Held on 2nd December 2025

Date to be reviewed December 2026

Signed on behalf of Beechoak Farm Montessori by

Charlotte Muggleton & Hayley Majeika

Proprietor Manager