



Evacuation and Lockdown Policy

Introduction

Houghton and Wyton Pre-school is committed to ensuring the safety and well-being of all children, staff, volunteers, and visitors in the event of an emergency. This policy outlines clear procedures for evacuation and lockdown in situations that may pose a risk, ensuring that all involved are kept calm and safe.

Aim

To minimise risks to life and promote the safety of children and adults by implementing clear procedures in response to emergency situations.

When Procedures May Be Used

- Intruder on the premises
- Civil disturbance nearby
- Local air pollution (e.g., smoke plume, gas cloud)
- Major fire near the setting
- Dangerous dog roaming locally

Lockdown and evacuation drills are practised regularly so staff are confident in the procedures.

Procedures

1. Evacuation

Signal: Continuous bell

Actions:

- Immediately escort children and any visitors to the nearest fire exit
- Be calm and firm; encourage quiet walking
- Take:
 - Class list/register
 - Padlock keys
 - Walkie-talkie
- Assemble at the designated **assembly point: Playing Field**
- Call the register and use walkie-talkie to report your status
- Avoid unnecessary “chatter” on walkie-talkies
- Keep children calm; sit down and engage in quiet activity
- If wet or cold, relocate to the church via the back footpath
- Do not re-enter the building until “all clear” is given by the Manager, Deputy, or emergency services

2. Invacuation/Lockdown

Signal:

- Phone call from the school (if incident originates there)
- Continuous whistle (if incident originates at pre-school)

Actions:

- A member of staff moves children and any visitors into the **Disabled Bathroom**
- Another staff member locks all doors and pulls blinds if safe to do so



- Collect the **mobile phone** and **register** from the shelf
- Pick up the **grab bag**, **first aid kit**, and **medicine bag** from the hooks by the classroom door
- Sit children calmly on the floor, away from the door, and engage them in quiet activities
- Turn on walkie-talkies and listen for instructions
- Report:
 - All children and adults present
 - Names of any missing individuals
 - Any visitors present
- Do not move children until the “all clear” is given
- The setting remains in lockdown/evacuation until cleared by the Manager, Deputy, or emergency services
- Children cannot be collected by parents until the situation is declared safe

Post-Emergency Procedures

The Manager and Trustees will:

- Offer support to staff, children, families, and volunteers
- Signpost individuals to appropriate support services if needed
- Conduct a debrief to review what happened and improve future practice

Forest School Sessions

A separate evacuation and lockdown procedures for Forest School sessions are outlined in the Forest School Handbook.

Calling the Emergency Services

1. Dial 999.
2. Request the appropriate service (e.g., Police, Fire).
3. Provide the pre-school’s details:
 - Houghton and Wyton Pre-school
 - Green Lane, Houghton
 - Telephone: 01480 463812

Monitoring and Review

This policy is reviewed annually by the Board of Trustees or sooner if needed following an incident or change in guidance.

Legislation and Guidance

This policy aligns with the following:

- Health and Safety at Work etc. Act 1974
- Children Act 1989 & 2004
- Statutory Framework for the EYFS (2023)
- Working Together to Safeguard Children (2018)

Acknowledgment

All staff, trustees, volunteers, and parents are required to read and understand this policy. By doing so, they agree to follow all outlined procedures in the event of an emergency to safeguard children and themselves.