

# Knutsford Community Pre-school

## LOCKDOWN PROCEDURE

1. Stay **CALM**
2. Rally **ALL CHILDREN AND ADULTS IMMEDIATELY**, checking all areas of the Preschool and gathering into the Circle area (furthest corner). Count and check **ALL CHILDREN, STAFF AND VISITORS** are present using the register
3. Lock all doors, close windows, turn the lights off and draw any blinds/curtains
4. **KITCHEN STAFF** to take **EMERGENCY MEDICATION BOX INCLUDING HEALTH CARE PLANS**
5. **LITERACY STAFF MEMBER** to take the **FIRST AID BOX**
6. Use quiet voices and stay as low down to the ground as possible
7. Explain carefully what is happening and comfort children if necessary, read them a quiet story
8. Use furniture to try to protect/conceal the children and staff
9. Call **999** to inform them we are in a lockdown situation and liaise with the school for further instructions

# Knutsford Community Pre-school