



## SECURITY

### Policy Statement

At Rainbow's End Pre-School we do everything in our power to keep the children safe through rigorous entry procedures.

### Front Door Safety

- Ensure no children have followed you into the foyer, ask a staff member to lock the double doors, then open the door and ask for I.D which should be verified with the manager if in any doubt.
- Planned visits will be recorded in the diary and on the daily white board and on the register.
- If necessary, make a phone call to verify the person, while they wait outside behind the locked door.
- No one will be allowed in through either garden gates or the side door
- DO NOT answer any questions or confirm any details regarding attendance of any child.
- If the person at the door is determined to gain unauthorised access to the building, close and lock the main door while making other staff aware of the situation using a pre-agreed code word of "Red". If the person is at the gate, then children will be hurried inside immediately, and the doors and windows secured.
- All visitors will be required to complete the visitors signing in record.

### Firearms and weapons attack / Intruder

We have adapted the National Counter Terrorism Security Office's Dynamic Lock down Procedures 'Stay Safe' principles (Run Hide Tell) give some simple actions to consider at an incident and the information that armed officers may need in the event of a firearms and weapons attack. Full guidance is contained on the NaCTSO website

<https://www.gov.uk/government/publications/recognising-the-terrorist-threat>.

We have four main entry and exit points. Two fire exits on either side of the hall and the front door. Each fire escape door has a gate before it. The main garden gate has a locking system using a key. The outside garden room has double doors that are locked overnight and there is a lockable door nearest the side access gate. Immediate neighbour's house to the right of the hall. School. Church. Old Rectory.

All exit doors can be locked shut. We will use door wedges to block doors into the quiet room if we needed to hide, these will be stored in the quiet room. The first aid kits are located at each fire exit and in the staff cupboard. A landline phone is located by the side exit fire door.

Gillian Neal is the nominated lock down manager for the setting. Other staff responsibilities include keeping children calm, quiet and happy. Assessing the situation. Aiding in evacuation. Cooperating with the police.

Staff will initiate the lock down policy with the words "CODE RED".

Run

- Escape if you can.

- Consider the safest options. Assembly Points include House Adjacent to garden exit, Ewhurst Infant School, Ewhurst Church, The Old Rectory.
- Is there a safe route?
- RUN if not HIDE.
- Can you get there without exposing yourself to greater danger?
- Ensure all children, staff and visitors leave with you.
- Leave belongings behind.
- Hide
- If you can't RUN, HIDE.
- Find cover from gunfire.
- If you can see the attacker, they may be able to see you. Cover from view does not mean you are safe, bullets go through glass, brick, wood, and metal. Find cover from gunfire e.g. substantial brickwork / heavy reinforced walls.
- Be aware of your exits.
- Try not to get trapped.
- Be quiet, silence your phone.
- Lock / barricade yourself in. Move away from the door.

Tell

Call 999 - What do the police need to know?

Location - Where are the suspects?

Direction - Where did you last see the suspects?

Descriptions – Describe the attacker, numbers, features, clothing, weapons etc.

Further information – Casualties, type of injury, building information, entrances, exits, hostages etc.

#### **Armed Police Response**

- Follow officers' instructions.
- Remain calm.
- Can you move to a safer area?
- Avoid sudden movements that may be considered a threat.
- Keep your hands in view.
- Officers may
- Point guns at you.
- Treat you firmly.
- Question you.
- Be unable to distinguish you from the attacker.
- Officers will evacuate you when it is safe to do so.
- Other Procedure that may require lock down or evacuation

#### **Dangerous Animals**

- Alert all staff with fire alarm.
- Children to be assembled in a safe place. Reassure children. Shut doors.
- Ring police.

#### **Fire adjacent to Village Hall**

- Follow fire procedures. Ensuring assembly point is well away from fire risk.

#### **Local Incident – civil disturbance or air pollution**

- Assemble children in the hall.
- Lock doors.
- Ring police.

**Policy Review**

As part of Rainbow's End Pre-School's monitoring of arrival and departures of children this policy will be subject to periodic review.

Policy adopted by: Rainbow's End Pre-School

Date:01.01.2024

Policy Review Date:31.12.2024