



Lock Down Policy

Lock down procedure

We will use the lock down procedure when the safety of the children and staff is at risk and we will be better placed inside the current building, with doors and windows locked and blinds/curtains drawn.

We will activate this emergency procedure in response to a number of situations, but some of the more typical might be:

- A report incident or disturbance in the local community (with potential to pose a risk to staff and children in the nursery)
- An intruder on the nursery site (with potential to pose a risk to staff and children in nursery)
- A warning being received regarding a risk locally, of air pollution (smoke plumes, gas cloud etc.)
- A major fire or explosion in the vicinity of the nursery – as long as it is safer staying in the premises than leaving.

In this case the staff will be notified by the following action:

Three short bursts of the air horn

All individuals (including children) will remain in the area they are in, if safe to do so. If the children are outside, staff are to promptly and calmly direct children into the building, if this will not endanger them. Staff will make efforts to close and lock doors wherever safe to do so.

All individuals will keep away from the windows, blinds and doors and children will be occupied in the centre of the room so they are not placed at risk or are able to see any situation developing outside.

The Manager/Room leader will ensure all children, staff and visitors are accounted for and safe before returning to the office area to keep up to date with the current situation via updates.

The manager on duty will manage the situation dependant on the situation and the information available. If the nursery is in immediate danger of an intruder, the police will be called as a matter of urgency. In other cases where the situation has been alerted by the police or local area authority then the nursery will await further instructions.

Once the all clear has been given externally the manager will issue the all clear internally. After this time the staff will try to return to normal practice to enable the children not to be disrupted or upset by the events.

It is important to keep all children calm. Any children showing worries or concerns will have one to one time with their key person to talk about these. Staff must also collect childrens grab bags with emergency contact details on.

Parents will be informed about the situation at the earliest safest opportunity and will be kept updated when the information changes.

One single short air horn blast will confirm the lock down process is over.

After the event a post-incident evaluation will be conducted to ensure that each child and staff member was supported fully and the procedure went as planned.

At no time will staff attempt to physically remove an unwanted visitor

In transit i.e Swimming

Nursery manager will notify staff on outing of any lockdown in process, staff must then take all children to our buddy school, berry lane school and remain there until further notice.

Should staff experience a lockdown in the area they are in the staff must follow the settings own lockdown procedure.

REMEMBER:

Close all windows and doors

Lock up

Out of sight and minimise movement

Stay silent and avoid drawing any attention

Endure. Be aware that you may be in lockdown for some time

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>[Insert date]</i>		<i>[Insert date]</i>

