



## Lock Down Procedure

### Definition

A lockdown occurs when circumstances dictate that the safety of the children and staff is best ensured inside the building; with doors and windows locked, air conditioning turned off and blinds closed.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident/civil disturbance in the local community (with the potential to pose a risk to staff and children).
- An intruder on our site (with the potential to pose a risk to staff and children)
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc.).
- A major fire in the vicinity of our setting.
- The close proximity of a dangerous animal roaming loose.

### Procedure

- Management of the situation will depend on the circumstances presented.
- The safety of all personnel is the primary focus in managing the situation – notifications and reporting are secondary to safety issues.
- Remain calm - It is especially important not to convey any sense of panic or danger to our children. Consider activities that will distract them such as making a den and having a picnic.
- Move slowly.
- Obey instructions.
- DO NOT PROVOKE AN INCIDENT.

The senior staff member on site will alert other staff calmly and quietly, using the phrase “Lock Down” to initiate lock down. If appropriate, they will contact police on 999, making them aware of the situation and that there are children in the building. They will also make the nursery directors aware of the situation, at the earliest opportunity.

Staff to lock all external doors and windows and fully close all blinds. In the case of air pollution all air conditioning units must be turned off.

If any children and adults are in the outdoor area at the alert of a lockdown, the adult will bring all children into the building via the nearest entrance. Once all the children are inside a register of all children, staff and visitors must be taken and a headcount made.

Depending on the circumstances staff will ensure children remain inside the building with locked doors and windows and blinds closed, in an area staff deem the safest, or children will be evacuated in a quiet and orderly manner away from the situation to a safe area defined by staff or police. **If it is necessary to evacuate the building the fire alarm will sound.**

Personal risk assessment plans will be made for those with additional needs.

As the setting is on a shared site, if possible, the manager will liaise with other site users to alert them to the situation.

At the appropriate time parents will be emailed with the following message.

*"Due to an incident, we have been advised by the emergency services to secure the premises and stay put until we are given the all clear. Please do not attempt to collect your child until it is safe to do so. We will let you know as soon as we are able when this is likely to be. In the meantime, we need to keep our telephone lines clear and would appreciate your co-operation in not calling us unless it is absolutely vital that you speak to us."*

If there is police involvement, the officer in charge will evaluate the situation and notify the manager when the site is safe and/or if any further action is needed.

If the lock down persists for an extended amount of time or occurs at drop-off or pick-up times, the manager will decide how best to liaise with parents so as not to cause alarm.

The all clear will be given by the manager - children must not be moved until the all clear is given, unless in exceptional circumstances (i.e. somebody outside the window / door) in which case another area of safety will be identified.

Once it is confirmed that all children and staff are safe, the manager will need to record and report the incident directly to the directors.

Signed: Ruth Claydon

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