

## Lock Down Policy

Lockdown and emergency evacuation procedures should be seen as a sensible and proportionate response to any external incident which has the potential to pose a threat to the safety of children and adults in the setting.

These procedures may be activated in response to any number of situations, some of the more typical incidents may include:

1. A reported incident or disturbance in the local community (with the potential to pose a risk to children and adults in the setting)
2. An intruder onsite (with the potential to pose a risk to children and adults in the setting)
3. A warning being received regarding an environmental risk locally, of air pollution (smoke plume, gas cloud, etc.)
4. A major fire in the vicinity of the setting

There are 2 types of Lockdowns that the nursery may need to carry out, these are Partial and Full lockdowns.

### **1) Partial lockdown Drill**

A partial lockdown drill is a precaution aimed to keep children and staff safe while remaining indoors. The school bell will be used within the rooms to alert the staff and children that a partial lockdown drill is taking place.

In a partial lockdown drill staff and children should remain in the building and all doors leading outside should be locked. No one will be allowed to enter or leave the building; however, the setting can continue as usual.

### **Procedure to be followed in the event of a partial lockdown drill**

- The alarm for a partial lockdown drill will be raised by a senior member of staff in the room by ringing the school bell loudly and clearly to alert the staff and children that a partial lockdown drill is taking place.
- All outside activity to cease immediately, children and staff return inside the building
- For children who have come in from the outside area a head count will be completed and checked by another member of staff. Any staff who have been outside during the alarm call for a lockdown will complete a full check of the area before returning to the building.
- A register will be taken by each of the room leaders immediately, and a headcount completed and checked by another member of staff. If it is found that a child is missing the room leader must contact the nursery manager to search for the missing child.
- All staff and children should remain in the building and external doors and windows should be locked.
- Free movement may be permitted within the building dependent upon circumstances, this will be decided by the manager.

## **2) Full lockdown**

This signifies an immediate threat to the setting and is an escalation of a partial lockdown

### **Procedure to be followed in the event of a Full lockdown**

- The alarm for a full lockdown will be raised by a manager or senior member of staff in charge by making a phone call to each room and saying "Follow the Full Lockdown Procedure" loudly and clearly. If it is not possible to use the phone the manager must go to each room individually and tell the staff this way.
- All children and staff should return to, or stay inside the building
- For children who have come in from the outside area a head count will be completed and checked by another member of staff. Any staff who have been outside during the alarm call for a lockdown will complete a full check of the area before returning to the building.
- All external doors should be locked and checked by the manager
- Room leaders will lock all windows, draw all blinds and close the internal door to each room
- Staff are to guide the children to sit quietly out of sight and where possible in a location that would protect them from harm. This should be away from windows or doors and preferably out of sight, e.g. behind furniture or underneath tables.
- All room leaders and managers to turn off lights, computer monitors and anything else which may give off substantial light.
- Any mobile phones on a person (staff or visitor) must be turned to silent mode.
- A register should be taken by the room leader immediately and a headcount completed and checked by another member of staff. If it is found that a child is missing the room leader must contact the nursery manager to search for the missing child.
- Staff must sit with the children at all times to ensure that they remain calm and as quiet as possible.

### **Emergency Evacuation (off the premises)**

This is a precaution which will be taken in events such as, an intruder to the nursery, gas leak or substantial fire or risk of building collapse.

In these cases, the children, staff and visitors will need to quickly but calmly ensure that they are a safe distance from the building or possibly out of sight.

### **Procedure to be followed in the event of an Emergency Evacuation - off Premises**

- The alarm for an emergency off premises evacuation will be raised by a manager or senior member of staff in charge by making a phone call to each room and saying "Follow the Off Premises Evacuation Procedure" loudly and clearly. If it is not possible to use the phone the manager must go to each room individually and tell the staff this way.

- All children and staff should evacuate the building via the exits they would use in the event of a fire
- Staff should meet at a point a safe distance away from the building and a register should be taken by the room leader immediately. A headcount will also be completed and checked by another member of staff. If it is found that a child is missing the room leader must contact the nursery manager to search for the missing child.
- Staff must sit with the children at all times to ensure that they remain calm and as quiet as possible in a safe location.
- The manager must decide where the location will be and if the children will need to be kept hidden and out of sight.

Role of the Manager or next senior member of staff:

- To complete a headcount of all staff and visitors
- To ensure that all children are accounted for with each room leader
- Check all external doors and windows are locked (lockdown)
- Ensure they have their own mobile phone and if possible the emergency evacuation file
- Call 999 (if necessary) to report the incident and follow their instruction
- If a group of children are on an outing they must contact the staff member and inform them not to return to the nursery until they have been given the instructions to do so. The member of staff on the outing should find a suitable place to remain with the children, if at a venue (such as the local shop or library) they should remain there. If they are already returning to the nursery they should make their way back to the venue and wait there until informed.
- Contact a senior manager to inform of the incident (if it is safe to do so at this point)

To reduce the risk of someone entering the building to cause harm, our procedures include:

- The main front door is locked at all times and parents ring the bottom bell to notify us they are there to collect.
- The doors to the garden are kept locked when the children are not in the garden.
- All garden gates are locked with bolts top and bottom
- We have a password system in place for anyone collecting a child other than their parent and parents asked to inform a member of staff if anyone other than themselves are collecting or dropping off
- Outside lights are placed around the nursery so people can be seen when approaching the nursery building in the dark.

During any lockdown or emergency evacuation procedure, parents SHOULD NOT:

- Contact the setting as this will block the telephone lines which are needed for emergency services
- Come to the setting as this may place them and others in danger, parents should await a call from the nursery manager to let them know when it is safe to collect their child/ren.

It is important to note that during partial or full lockdowns or emergency evacuation procedures, children will not be released to parents and staff will not be allowed to leave the premises unless instructed to do so by the manager.

**After lockdown or emergency evacuation has taken place:**

- On being told to do so by the police, an email will be sent to parents to notify them of the incident. The nursery telephone will then be manned to receive incoming calls.
- After this a letter will also be sent to all parents as soon as possible following any serious incident to inform parents of the context of the lockdown.
- Following the need for lockdown, the nursery manager along with a senior manager will create a full record of the event. Policies and procedures will also be reviewed to identify any areas for potential development.
- A notification of a significant incident will be made to Ofsted within 14 days (preferably as soon as possible after the incident).

PLEASE NOTE: Staff will practice partial lockdowns and emergency evacuations on a regular basis with the children, however, full lockdowns will be completed by staff only and will not include the children as this may cause them distress.

**Manager Responsibility**

Where the manager is not present, the most senior member of staff in the nursery must take the responsibility for the managers role in this policy.

This policy was updated on	Signed on behalf of the nursery	Date for review
August 2024	Katey Pratt/Katie Turrell	2 years