



EMERGENCY LOCKDOWN PROCEDURE

AIM

The United Kingdom has in recent years faced a number of terrorist related attacks, normally in places where large numbers of people collect, for example churches, shopping centres, schools, etc.

Considering this threat, we as a childcare provider have a duty to ensure that all children in our care are protected and safe from harm. In addition to this there are some instances where incidents may occur within the nursery, that are not terrorist related, but may pose a risk to the safety of children within our care.

RESPONSIBILITIES

If the nursery is involved in a potential threat, the Nursery Manager/Management Team must ensure that they make an informed risk assessment to assess the level of danger facing the setting. In most cases it is safer to stay put and place the setting into 'lockdown' until the emergency services arrive.

As soon as the emergency services arrive it is essential staff comply with instructions always.

LOCKDOWN PROCEDURE

In the unlikely event that the nursery is involved in an incident, we will always comply fully with the instructions given by the emergency services. We ask that parents do not attempt to come to the setting, unless advised to collect your child, as this may put the setting at a greater risk.

The following guidance should be followed if the nursery needs to be placed under 'lockdown':

- The emergency services should be contacted to seek advice and report the incident;
- Remain calm. The Nursery Management team should ensure that both children and colleagues are reassured during this time;
- The Nursery Management Team should advise staff and children to remain in their designated areas, ensuring all doors and windows are secured and await further instructions;
- The Nursery Manager/Management Team should ensure that the Head of Pre-prep/ Head teacher are informed of the situation as soon as reasonably possible. This should be done on a personal mobile or the nursery mobile phone, to ensure that the main phone line is kept free;
- Close curtains and blinds where possible;
- Stay away from windows and doors;
- Stay low and keep calm, it might be an idea to rehearse this with children in an age-appropriate way, in the same way that you would rehearse fire evacuation;
- Tune into a local TV or radio station for more information;
- Do NOT make non-essential calls on mobile phones or landlines; and
- If the fire alarm is activated, remain where you are and await further instructions from emergency services unless the fire is in your area. In which case, move to the next room/area, following your usual fire procedures.

We understand that during major incidents the mobile phone networks are often not available and even landlines can be cancelled to free up communication systems for the emergency services. We will however

attempt to contact parents on a regular basis and ask that parents try to share information with other parents if possible. We will endeavour to protect your child from information or images that may alarm or distress them.

REVIEWING POLICIES AND PROCEDURES

The procedure to follow should also be practiced every 6 months in a child appropriate way in the same way that the Fire Evacuation procedure is practiced.

Following an incident within the nursery any updates of our existing Risk assessments and policies will be conducted and updates made where necessary.

We will always inform Ofsted of any major incident as soon as reasonable possible but within 14 days.

Review Date: August 2025

Responsible Person: A. Biddlestone