

Lockdown procedure

Introduction

A lockdown procedure can help nursery leaders to secure the safety of children, their families and staff at our nurseries during a crisis. This procedure will be implemented as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety and wellbeing of children, families, staff members and visitors. The lockdown procedure checklist can be used as guidance on what to do in the case of an emergency.

- The nursery manager will ensure that all staff members understand when and how the lockdown procedure will be implemented.
- Depending on the circumstances, either a partial lockdown or full lockdown procedure will be implemented.
- The nursery manager will take all factors into consideration when deciding whether to partially or fully lockdown the nursery. Where possible, advice will be sought from the emergency services.

The partial lockdown procedure is a precautionary measure but puts the nursery in a state of readiness should the situation escalate. It will be used in the event of, but not limited to, the following:

- A local risk of air pollution
- A civil disturbance in the local community with the potential to pose a risk to the nursery.

The full lockdown procedure will be used in the event of, but not limited to, the following:

- An intruder on the nursery site
- A major fire in the vicinity of the nursery
- The close proximity of a dangerous dog, or other animal, roaming loose

Lockdown procedure

- In the event of a critical incident requiring 'Lock Down', the person witnessing the incident must try to notify the nursery office to raise the alarm, and notify the nursery manager.
- The nursery manager will determine the risk and need for a 'Lock Down'. The manager will call the police, if required, whilst the deputy will inform the staff across the setting. The signal given for staff members to implement the lockdown procedure is three sharp blasts of the air horn.
- Two-way radios (walkie talkies) will be used to make staff members aware of the incident that has occurred and inform them of the type of lockdown procedure which is to be implemented.

- Lines of communication between staff members will be kept open through the use of two-way radios; however, unnecessary phone calls will not be made as this could delay important communication.
- As soon as the alarm has been raised, the nursery management team will ensure that the relevant emergency services are informed and kept up-to-date with the situation.
- In the event of the nursery implementing the lockdown procedure, children will be instructed to remain in their rooms, or will be guided to the nearest secure room.
- Staff members will ensure that the toilets, staff rooms and garden areas are cleared of all children, staff members and visitors.
- Children who are outside the nursery, or not in their rooms, will be led inside as quickly as possible, unless this will endanger them and others.
- If staff members and children remain outside during the implementation of a full lockdown, they will hide in the designated safe area, until the emergency services have arrived.
- Room leaders are responsible for the children within their classroom.
- When all personnel and children are inside, doors and windows will be securely locked, including fire doors, external doors and internal doors.
- Room leaders will conduct a register or headcount. Staff will notify the nursery management team immediately of any children not accounted for via two-way radios, and an immediate search will be instigated, where appropriate.
- Once all personnel and children are inside, the nursery management team will conduct an on-going and dynamic risk assessment based on advice from the emergency services.
- All children, staff members and visitors will be made aware of their nearest exit point in case a hostile intruder manages to gain access to the nursery building.
- Children may be asked to hide or disperse if this will improve their safety.
- Children are instructed to take cover under their tables where possible.
- In the event of a partial lockdown, movement by children may be permitted within the building, dependent upon the circumstances, but this will be supervised by a staff member.
- In the event of an air pollution issue, air vents will be closed, where possible, as an additional precaution.
- In the event of a full lockdown, once all children have been accounted for, the following actions will be carried out by staff members in order to increase protection:
 - Blocking off access points by moving furniture to obstruct doorways etc.
 - Drawing all curtains and blinds
 - Turning off all lights and electronical monitors expressing light
 - Instructing all children to either sit on the floor, under a table or against a wall
 - Ensuring all people are kept out of sight and away from windows or doors
- All personnel will remain inside until an 'all clear' signal has been given, either via two-way radio, or by the nursery management team, or unless told to evacuate by the emergency services.
- If someone is taken hostage on the premises, the nursery will seek to evacuate the rest of the site.
- Parents will be notified as soon as it is practicable to do so via email and / or social media.
- Children will not be released to parents during a lockdown.
- If it is necessary to evacuate the building, a continuous ring of the fire alarm will be sounded.
- In order to ensure the effective implementation of the lockdown procedure, a lockdown drill will be undertaken termly. All drills will be recorded to highlight any issues and review the policy.

Lock down drills

We hold lockdown drills termly and record the following information about each drill on the Lockdown Drill Record form:

- The date and time of the drill.
- Number of adults and children involved.
- How long it took to evacuate.
- Whether there were any problems that delayed evacuation.
- Any further action taken to improve the drill procedure

Lockdown procedure checklist

Management and control	
Nominated person	Responsibility
Nursery manager	Initial contact with the emergency services
Deputy manager	Liaison with parents
Third in charge	Management of children

Signals	
Signal for lockdown	Three sharp blasts of the air horn
Signal for all-clear	Given via two-way radio, or by the nursery management team

Lockdown	
Secure rooms	Explorers Discoverers Creators Inventors Bathrooms
Entrance points	Main entrance doors to all rooms
Communication arrangements	<ul style="list-style-type: none"> • Two-way radios • Mobile phones • Instant messaging/email
Notes:	

Lockdown Procedure				
Step	Initial response	Check	Time	Signed
1.	Dial 999 for each emergency service that the incident requires			
2.	Ensure all pupils are inside a secure room.			
3.	Secure all entrance points to the specified assembly room.			
4.	Ensure that staff members take action to increase protection from further danger: <ul style="list-style-type: none"> • Block access points • Sit on the floor, under tables or against the wall • Keep out of sight and draw curtains to avoid detection • Turn off lights • Stay away from windows and doors 			
5.	Ensure that all pupils and staff members inside a secure room are aware of an exit point in case an intruder manages to gain access or the assembly room becomes unsafe.			
6.	Check for missing or injured staff members and pupils if it is safe to do so.			
7.	Remain inside a secure room until the all clear signal has been given or unless told to evacuate by the emergency services.			

Internal use only

This policy was adopted on	Signed on behalf of the nursery	Date disseminated to staff	Date for review
<i>August 2019</i>			<i>August 2020</i>