



Lockdown Policy

January 2021

Reviewed Date: January 2022

A lockdown may take place where there is a perceived risk of threat to the nursery, its staff, children, visitors or property

PROCEDURES

A lockdown will be initiated by a member of staff shouting "Lockdown" 3 times to gather all of the children together as quickly as possible (and take them inside the building as necessary). Carrying out CLOSE procedure

The CLOSE Procedure.

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.

There are two types of lockdowns:

1. Partial Lockdown

A partial lockdown is a precaution aimed to keep children and staff safe while remaining indoors. Children and staff should remain in the building and all doors and windows leading outside should be locked. No one should be allowed to enter or leave the building; however, the setting can otherwise continue as usual.

2. Full Lockdown

All Staff

- Staff to guide all children into the building if playing outside
- Calmly move the children into the room behind the stage and close both the internal doors. The room has an emergency exit door, in case it needed to be evacuated
- Headcount the children in our care, alerting the manager if any are missing
- Remain inside the room until the manager deems the premises as safe
Attempt to keep the children as quiet and calm as possible until the dangerous situation is over

Manager

- The Manager or Deputy Manager will immediately call 999
- Assign the management of the children in your care to another member of staff
- Collect the first aid box, registers, visitors' book to check for children or visitors left behind
- Secure all external windows and doors and close the curtains

- Turn off lights and put smartphones on silent
- Remain inside the room until a member of the police deems it safe to come out

Once the danger has passed:

- Manager to telephone all parents (if not already contacted) and inform them of the incident
- Send a letter to parents to inform parents of the context of the lockdown in more detail
- Records will be made of the event and actions taken
- Ofsted and the Local Authority will be informed within 24 hours of the incident occurring

LOCKDOWN DRILLS

We hold lockdown drills once a term and record the following information about each lockdown drill

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