

ABC NURSERIES POLICIES AND PROCEDURES**POLICY 57: LOCKDOWN**

- 57.1 On very rare occasions, it may be necessary to seal off the nursery so that it cannot be entered from the outside. This will ensure that pupils, staff and visitors are safe in situations where there is a hazard/ incident in the nursery grounds or the near vicinity.
- 57.2 Lockdown procedures may be activated in response to any number of situations, some of the more typical might be:
- A reported incident/ civil disturbance in the local community with the potential risk to staff, pupils and visitors
 - An intruder or a threat of an intruder on the site
 - A nearby chemical spillage
 - Proximity of dangerous dogs
 - Serious weather conditions
- 57.3 All staff will be notified that lockdown procedures are to take place immediately on hearing the manual fire alarm sound and if necessary an internal phone call to each area.
- 57.4 Unless absolutely necessary, no one should move about the nursery site once the nursery is in lockdown.
- 57.5 The downstairs office will be the centre of operations, unless this is under threat.
- 57.6 A designated phone number, for example the Nursery Manager's mobile, will be kept free to allow direct contact from the Emergency Services.
- 57.7 PROCEDURES**
- 57.7.1 On hearing the alarm or being instructed by a member of staff, any pupil or member of staff in the grounds must go to the nearest safe area as quickly as possible.
- 57.7.2 Unless otherwise instructed, staff and children should remain in their area of the nursery. In most situations, it is envisaged that lessons/ business can continue. If appropriate, all blinds should be closed and children kept away from any areas where blinds cannot be drawn.
- 57.7.3 If appropriate, the relevant emergency services will be called. Any member of staff can make this phone call. The time of this call should be logged for reference.
- 57.7.4 All external doors and windows should be closed and locked where possible. The last person leaving a room at any time should make sure all external doors and windows are closed and locked if possible.
- 57.7.5 Staff in separate areas should switch on personal mobile phones where appropriate so they can be used as a point of contact. All staff members should have the nursery main phone line and the Nursery Manager's phone numbers stored on their phone for use in emergencies.
- 57.7.6 Staff should encourage children to keep calm and quiet and follow instructions. Where possible, children should not be told of any incident that may alarm or distress them. Staff should try and keep calm and positive around the children so as not to cause undue upset.
- 57.7.7 Team Leaders should keep a register of all children close to hand, and continue to monitor numbers should it be necessary to move to another area.

- 57.7.8 Staff and children should remain in lockdown positions in their areas until informed there is an all clear. The all clear signal will be the manual fire alarm bell rung continuously for 15 seconds.
- 57.7.9 Registers will again be taken after the 'all clear' bell has sounded.
- 57.7.10 If a lockdown is implemented before 7:30am or after 6:00pm, during the holidays or at the weekend, any staff on site should report to the main downstairs office, if it is safe to do so, and follow any instructions sent out by text or email.
- 57.7.11 If lockdown is implemented because of an intruder in or around the nursery, staff may be instructed to 'Run and Hide' taking children with them. The Nursery Owner will issue a confidential list of possible places to hide.
- 57.8 If a lockdown co-incides with the end or the start of the day, and parents are with their children, they will be invited into nursery for safety.
- 57.9 If necessary, parents will be notified as soon as it is practical to do so via email or text. Depending on the type and severity of the incident, parents may be asked NOT to collect their children from nursery as it may put them and their children at risk.
- 57.10 If the end of the is extended due to lockdown, parents will be notified and will receive information about the time and place children can be collected.
- 57.11 Details of any serious incident will be conveyed to parents as soon as possible following the event to inform them of the context of the lockdown, and if necessary any advice regarding how to convey this issue to their children.
- 57.12 Lockdown drills will take place once a year at a time agreed with the Nursery Manager, to ensure everyone knows exactly what to do in such a situation. These processes will be monitored and staff debriefed so improvements can be made as necessary.
- 57.13 This policy is for guidance and it is anticipated that staff will use their professional judgement depending upon the circumstances.