

LOCK DOWN POLICY AND PROCEDURES RATIONALE

As part of our Health and Safety policies and procedures the Nursery has a Lockdown Policy. On very rare occasions it may be necessary to seal off the nursery so that it is not able to be entered from the outside. This will ensure that staff, children and visitors are safe in situations where there is a hazard in the Nursery grounds or outside the nursery in the near vicinity.

A lockdown is implemented when there are serious security risks of the premises due to, for example, near-by chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons intent in causing harm/damage.

NaCTSO (National Counter Terrorism Security Office)

In January 2016, NaCTSO provided the following advice to Managers of schools and other Establishments for Reviewing Protective Security.

Bomb threats: Procedures for handling bomb threats Most bomb threats are made over the phone and the overwhelming majority are hoaxes, made with the intent of causing alarm and disruption. Any hoax is a crime and no matter how ridiculous or unconvincing, must be reported to the police. Be alert, but not alarmed! On receipt of a "bomb" – Dial 999 and police will respond. You should always consider their advice before a decision is taken to close or evacuate.

Notification of Lockdown: Staff will be notified lock down procedure are to immediately take place on hearing Fire Alarm Bell. **ATTENTION LOCK DOWN**

PROCEDURES

1. These signals will activate a process of children being ushered into the Nursery building if on the playgrounds as quickly as possible and the locking of the Nursery entrance door, all outside doors where it is possible to remain safe.
2. At the given signal the children/staff remain in the room they are in and the staff will ensure the windows and doors are closed/locked and screened where possible and children are positioned away from possible sightlines from external windows/doors. Lights, smart boards and computer monitors to be turned off.
3. A member of staff is to go to any other member of staff who is alone in their care room if it is safe for them to do so
4. Children or staff not in a care room for any reason will proceed to the nearest occupied care room and remain with those staff in that room e.g. children at the staff room when the bell sounds, staff in staff toilets or entrance area
5. If practicable staff should notify the front office by intercom that they have entered lock down and those children not accounted for. **NO ONE SHOULD MOVE ABOUT THE NURSERY**
6. Staff to support children in keeping calm and quiet

7. Staff to remain in lockdown positions until informed by key staff e.g. Manager/Person in Charge.
8. As soon as possible after the lockdown staff return to their care rooms and conduct a role call and notify the Manager/Person in Charge immediately of any children not accounted for. If they have moved care rooms i.e. babies have moved to Toddler room as the hazard is near to the window.

STAFF ROLES:

1. Manager/Person in charge ensure that their office/room are locked and police are called if necessary.
2. Manager/Person in charge staff members to ensure that the nursery front doors and entrances are locked.
3. Childcare Practitioners close room door(s), patio doors and windows.
4. Nearest adult to check exit doors. Office staff to ensure the entrance door, staff room window and staff room door are locked.
5. Kitchen staff to lock kitchen window and turn off the lights.

INDIVIDUAL STAFF CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCKDOWN WITHOUT PRIOR AGREEMENT OF THE MANAGER/PERSON IN CHARGE BEFORE LEAVING

COMMUNICATION WITH PARENTS

- If necessary, parents will be notified as soon as it is practical to do so via the Nursery's established communication network – text message/telephone
- 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 child at risk.
- Children will not be released to parents due to lock down.
- Parents will be asked not to call nursery as this may tie up emergency lines
- If the end of the day is extended due to the lock down, parents will be notified and will receive information about the time and place children can be picked up from Manager/person in charge or emergency services.
- A letter to parents will be sent home as soon as possible (same day preferably) following any serious incident to inform parents of the context of the lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

LOCKDOWN DRILLS

Lockdown practices will take place a minimum of once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and debriefed to staff to address any issues.