



## Lock Down Policy

### Policy statement:

Apple day nursery recognises the potentially serious risk to children, staff and visitors in emergency or harmful situations. A lockdown may take place where there is a perceived risk or threat to the nursery. Where possible, the nursery managers will act to ensure the safety of all people in the setting during the following situations:

- In the event that unauthorised person(s) considered dangerous, are on the nursery grounds.
- In instances including domestic breakdowns where estranged parties are attempting to gain access to a child.
- In instances where visitors, parents, volunteers or staff members from within the setting become a threat to the well-being of others.
- In emergency situations within the environment of the setting where there is potential risk from pills or poisonous fumes.

A lockdown will be initiated by duty manager and will be communicated through the nursery 'LOCK DOWN, LOCK DOWN'. Lockdown procedures will be practiced by-annually in staff meetings to ensure that staff are familiar with procedures to follow.

### Procedures to follow:

#### CLOSE

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.

**In the setting:**

**EMERGENCY SERVICES WILL BE CALLED IMMEDIATELY**

Upon hearing the lockdown signal, these steps will be followed:

1. Staff guide all children into the building if playing outside. Staff to keep children safe in their rooms where possible. It may be required for the setting to join age groups together to keep safe, in this instance all staff and children will assemble on the 2<sup>nd</sup> offices and staff room area.
2. Staff to secure all windows and doors. Instruct children to move away from windows and doors and cover windows where possible. If anyone is outside, call them in.
3. Do a head count immediately using the register, report any children missing to the manager on duty.
4. Supervise, ensuring everyone remains out of sight and are sitting quietly.
5. No one should be allowed out of the room or safe area during lockdown procedure with exception of the building being on fire. In this situation, follow fire evacuation procedure.
6. Remain in lockdown until all-clear has been given by the police or emergency services.
7. Manager on duty will log the incident, inform relevant authorities i.e., Ofsted and inform parents. The incident will be investigated when safe to do so, reviewing policies and risk assessment if needed.

In the event of lockdown we will put a message on the nursery parent mail and communicate with parents via telephone as soon as we are able to do so. It is essential this guidance is followed to keep all in lockdown safe from harm until the emergency services give the all clear. The message will be similar to the message below;

*'Due to an incident, we have been advised by emergency services to secure the premises and stay put until we are given the all clear. Please do not attempt to collect your child until it is safe to do so. We will let you know as soon as we are able to do so. In the mean time we need to keep the phone lines clear and would appreciate your cooperation in not calling unless it is absolutely vital that you speak with us. Be reassured that by following these procedures we are keeping your children as safe as possible'.*

Policy Date: August 2021	Date to be reviewed: August 2022
Name of Signatory: Kristy Renshaw	Position: Manager
Signature:	<i>Signed on behalf of Apple Day Nursery</i>