



1.13 Lockdown Procedure

To be followed in the event of a local threat, terrorist attack or other emergency which may result in the nursery being placed into 'lockdown'.

The care and security we provide to each child, parent and staff member is paramount. As an Ofsted Registered Nursery, we will do everything within our powers to protect, comfort and support the children in our care in the event of a major incident, National/Local Emergency or Terrorist Attack.

If we are involved or caught up in the incident, we will comply fully with the instructions from the emergency services and reassure the children in our care.

In the event of advice from police or emergency services to 'lock down' we will follow this procedure until the emergency services arrive:

Upon Alert to Lockdown:

- Stay calm
- Any children and staff in the garden will move directly inside using the fastest possible route (which may be through the conservatory of 8 Lansdowne Road or into the Barn Classroom).
- If a group is in the Barn Classroom they will gather on the floor rug away from windows and doors.
- Groups in the nursery building will assemble in the small classroom away from windows and doors.
- Children will be seated on the floor.
- Calmness is essential from all staff and children.
- At least one staff member will remain with the children at all times.
- The Manager will deploy the remaining staff as she sees fit to take the following action:
 - All doors and windows will be secured.
 - Blinds will be drawn down.
 - A mobile phone and/or landline will be used to call the emergency services (telling them that we are a nursery school and giving them the number of children and adults on the premises).
- If appropriate, we will tune in to a local TV or radio station for more information.

- If appropriate we may telephone our Area Safeguarding Advisor and/or Local Authority.
- Staff will not use mobile phones or landlines to make non-essential calls.
- If the fire-alarm is activated, everyone will remain where they are and await further instructions from emergency services **unless there is a fire in the immediate vicinity** (in which case move to the next room/area following our usual fire procedures).

Be Alert:

- The door will not be opened once it has been secured until we are officially advised 'all clear' or are certain it is emergency services at the door.
- Restrict movement about the building as much as possible, keeping all routes clear.
- If possible and once we are sure the situation is not a false alarm, an email or text message will be sent to parents along the following lines:
 "Due to an incident we have been advised by the 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 when that is likely to be. In the meantime we need to keep our telephone lines clear and would appreciate your cooperation in not calling unless it is absolutely vital that you speak to us."

Following the lockdown:

- We will cooperate with the emergency services to help with an orderly evacuation.
- The Register and Parents' Emergency Contact details will accompany the staff and children at all times.
- Staff who have witnessed any incident will need to tell the police what they saw.

Other Emergencies/Incidents not directly affecting the nursery:

If a parent is caught up in an incident (ie. one not affecting the nursery), we will continue to look after your child until you are able to return or a person nominated is able to collect them. We will try our best to keep in contact by landline, mobile or email.

We understand that during major incidents the mobile phone networks are often not available and even landlines can be cancelled to free up communication systems for the emergency services. We will however attempt to contact you on a regular basis and ask that you try to do the same. We will keep up to date on the situation using any media

source available to us, radio, television, internet etc. We will endeavour to protect your child from information that may alarm or distress them.

Procedure to follow in the event of an armed or dangerous intruder entering the building:

- Call the police immediately (Explain that you are calling from a nursery school, and tell them how many children and adults are present)
- Is there a safe route out? Can you get there without exposing yourself to greater danger? If the location of the intruder is known, and there is safe passage available out of the building, the children should be led, in SILENCE, out of the building away from the intruder. Or through the fire escape into the owner's house. Be aware if there is more than one intruder in the building.
- Do not insist everyone leaves together.
- Leave all belongings behind.
- Do not assemble close to the building – identify a safe place to gather (in line with our fire procedure we have permission to gather next door at No. 10 Lansdowne Road).
- Take advice from the police, if possible, when outside the building
- If there is no safe route - children and staff to stay in their respective rooms. Those in the garden to move quickly to exit the premises without entering the building, via the safest route (courtyard or owner's house).
- Close the doors and lie low, encourage children to lie under the tables, away from windows and doors.
- Lock / barricade yourself in.
- In case of any doubt, there should be no movement and wait for the police to arrive to contain and manage the situation.
- Once in a safe place – call parents using the emergency contacts list.