



## **Lock Down Policy**

### **Policy Statement**

Bright Eyes Childcare recognises the potentially serious risks to children, staff and visitors in emergency or harmful situations. A lockdown may take place where there is a perceived risk of threat to the nursery, its staff, children, visitors or property. Where possible, the nursery managers will act to ensure the safety of all personnel in the setting in the following situations:

- In the event that unauthorized person(s) considered dangerous, are on nursery grounds.
- In Instances including domestic breakdowns where estranged parties are attempting to abduct children.
- In instances where personnel, visitors, parents, volunteers or staff 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 spills or poisonous fumes.

A lockdown will be initiated by the duty manager and will be communicated through the nursery radio system by saying 'LOCK DOWN, LOCK DOWN'. Lock down procedures will be practiced termly in staff meetings to ensure that staff are familiar with them.

### **Practices and Procedure**

Follow 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.

The following steps provide guidelines for staff, students and visitors in an emergency situation:

1. On hearing the lock down signal the Duty Manager and/or Deputy will call for assistance using 999. They will keep the setting mobile on their person in case of emergency evacuation.
2. Staff will lock the front outer door and internal hall door and the back door.
3. The words 'LOCK DOWN, LOCK DOWN' over the radio will signal lockdown procedures to take effect immediately.

### **In the setting:**

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



1. Staff to guide all children into the building if playing outside. Staff to keep children safe in their age appropriate rooms where possible. It may be required for the setting to join age groups together to keep safe, in this instance the duty manager will decide where is safest to conjoin together.
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. Ensure register, radio and first aid kit is available before locking or blocking doors.
3. Do a head count immediately & call register, report any children missing to the duty manager via radio.
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 a lockdown procedure.
6. Remain in lockdown until the all-clear has been given by the police or emergency services.
7. Duty manager log the incident, inform relevant authorities, parents etc and investigate the incident when it is safe to do so, reviewing policies and risk assessments if needed.

In the event of Lock Down we will put a message on the nursery management system and notify parents as soon as we are able. It is essential the guidance is followed to keep all in lock down 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 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 mean time 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.'*

Date of Policy: March 2019

Signed by: Nursery Manager