

# Lockdown Policy

**Policy aim:** Lockdown procedures should be seen as a safe and sensible response to any external incident which has the potential to \* pose a threat to the safety of children and adults in the setting. Lockdown procedures may be activated in response to any number of situations, but some examples of the more typical might be:

1. A reported incident or disturbance in the local community (with the potential to pose a risk to children and adults in the setting).
2. An intruder onsite (with the potential to pose a risk to children and adults in the setting).
3. A major fire in the vicinity of the setting.
4. The close proximity of a dangerous animal.

**The current threat level to the UK from international terrorism is Substantial(updated July 2019)**

We understand that events causing a Lockdown can be very distressing and that parents would be concerned about their child's safety, however we must discourage parents from attempting to collect their child/ren from The Nursery until we are given the all clear from the Emergency Services. We must also discourage parents to ring the Nursery as it is important to keep the phone lines clear. The Nursery will continue with other existing methods of communication e.g. facebook and twitter.

The Nursery will be acting on advice from the Emergency Services at all times.

## **Raising the alarm**

- The person raising the alarm will walk around the building shouting, "LOCKDOWN! LOCKDOWN! LOCKDOWN!"
- Office staff will phone each room to call lockdown!

## **Babyroom**

- Ensure conservatory external door is locked, close windows and blinds and internal door on exit. Auxiliary staff to help to take all Babies into the staffroom and gather on the carpet. Ensure you have the Baby group tablet and complete a headcount.

## **Tiddlers**

- Ensure external double doors are locked, close blinds and curtains and close internal door on exit. Take all Tiddlers into the staffroom and gather children on the carpet. Ensure you have Tiddler tablet and complete a headcount.

## **Toddlers**

- Ensure windows are locked, close curtains/blinds and internal door on exit. Take all Toddlers into the staffroom and gather children on the carpet. Ensure you have the Toddlers' tablet and complete a head count.

## **Juniors**

- Ensure windows are locked, close blinds. Gather children onto the landing and tune into local radio station. Ensure you have the Junior tablet and complete a headcount.

## **Seniors**

- Ensure windows are locked, close blinds and internal door on exit. Take all Senior children onto the landing. Ensure you take the Senior tablet and complete a headcount.

## **Preschool**

- Ensure fire door is locked, close blinds and internal door on exit. Take all Pre-School children onto the landing. Ensure you take the Pre-school tablet and complete a headcount.

## **Auxiliary staff**

- Close doors on exit from kitchen/ general office. Assist Babies to the staffroom, making your way to the Nursery first floor landing.

## **Management team**

- Gather 2 cordless and 2 mobile phones, emergency contacts file, register and tablet. Ensure front and back doors are locked and bolted. The Manager will join the groups based in the staffroom on the carpet ensuring door is closed and complete a staff headcount. The Deputy(s) will join the upstairs groups on the landing with a cordless phone and mobile phone.

There **must** be no unnecessary phone calls made during Lockdown and staff **must** never open the front door unless they are certain it is the Emergency services or have been officially advised that it is, All Clear.

During Lockdown, staff and children should remain quiet and **must** stay away from windows and doors.

It is important for staff to remain calm in the event of a Lockdown and to ensure that children feel safe and secure in their presence.

### Useful Numbers

Local Police (Newcastle town)

Call 0300 123 2345 then when prompted, enter their Airwave number:

05492 SGT Nathan Hough

05738 SGT Darren McGrath

Non-emergency

101

Emergency

999

Anti-terrorist Hotline

0800 789 321