



LOCKDOWN POLICY

Whilst we work with our children on a day to day basis and ensure their overall safety, we also have to look at extreme circumstances where others may want to harm us.

We have policies on evacuating the setting, this policy is to give guidance if a situation arose where we would need to 'lockdown' our setting. There are several instances this would be required, if the emergency services were aware of a situation in the near vicinity and they put us on lockdown for our own safety, also we may put ourselves on lockdown if we feel there is a situation that is serious enough to permit this, for example someone with a gun outside the nursery or someone trying to enter the grounds that is not permitted to and where management deem it necessary.

Within lockdown all staff **MUST**:

- **STAY CALM**
- **Stay in your designated areas (room you are working in) unless otherwise advised**
- **Secure windows and doors- keys to be kept on hooks next to door**
- **Close curtains and blinds where possible- do not put self in danger**
- **Staff and children to stay away from windows and doors**
- **Stay low go under tables if necessary, try and rehearse this with older children and rehearse and note down like with fire drills**
- **Await further instruction**
- **If relevant tune into local radio for information**
- **Try and keep children calmly entertained look at books sit with children on the floor**
- **Await further instructions**

Management must take the lead call police as soon as possible unless locked down by the police. Do not keep calling police after initial phone call unless there is an immediate concern for safety or we have critical information, follow advice given and await further instruction.

Be alert

Do not

- **Make non-essential calls on landline or through mobiles**
- **Open any doors once lock down has begun and building is secure until we have been officially advised 'all clear' or that we are certain it is the emergency services at the door.**
- **Do not travel down corridors**
- **Do not assemble in large open spaces**

- If the fire alarm is activated, remain where you are and await further instructions from emergency services unless the fire is in your area. In which case, move to the next room/area

With regard to getting information to parents during 'lockdown', we would use the existing systems we have in place for sending group messages, such as social media, text, emails. We will discourage parents from ringing us directly for further updates during 'lockdown' as it will be vital our phone lines remain clear.

Do not answer the door to parents during lockdown, we will send out a message if possible advising the parents not to attend with a statement as below on social media:

'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.'

Parents will want to attend and we must advise otherwise and work with emergency services to evacuate, ensuring we have registers for children's details. Some staff and children may need to talk with police about the incident if it has been witnessed or to tell police what has been seen.

We will make it clear to parents that we are acting on the advice of the emergency services.

we may get advised of threat levels through the emergency services so below they are explained.

Threat levels are designed to give a broad indication of the likelihood of a terrorist attack.

- LOW means an attack is unlikely.
- MODERATE means an attack is possible but not likely.
- SUBSTANTIAL means an attack is a strong possibility.
- SEVERE means an attack is highly likely.
- CRITICAL means an attack is expected imminently.

Members of the public should always remain alert to the danger of terrorism and report any suspicious activity to the police on 999 or the anti-terrorist hotline: 0800 789 321.

For non-emergency calls to the police, call 101.