



Lockdown Policy

Policy Statement

This setting believes that the safety of the children and staff in our setting is of paramount importance. We recognise 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 will act to ensure the safety of all personnel in the setting in the following situations:

- a reported incident/civil disturbance in the local community (with the potential to pose a risk to staff and children)
- an intruder on our premises or in close proximity (with the potential to pose a risk to staff and children)
- on alert from Police that a lockdown is necessary
- the close proximity of a dangerous dog/animal roaming loose

A lockdown will be initiated by a recognisable signal of 3 long blows of the whistle

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 you may be in lockdown for some time

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

- Three (3) long whistle blows will signal lockdown procedures to take effect immediately
- On hearing the lockdown signal the Nursery Manager/Deputy will call 999
- Staff will lock all doors and take all children into the Youth Room, along with the fire evacuation box
- Remain calm - it is very important not to convey any sense of panic or danger to the children
- Staff will bring all shutters down
- **DO NOT PROVOKE AN INCIDENT**
- If the lockdown persists for an extended amount of time, the manager will decide best how to liaise with parents
- When we are completely sure that the danger is over, we will leave our safe place and continue our activities
- An incident log will be made, Ofsted, local authority and parents will be informed

Policy Updated 10th October 2017

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Reviewed 02 September 2019

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