

Safeguarding and Welfare Requirement: Child Protection

Providers must have and implement a policy, and procedures, to safeguard children.



8.9 Lock Down Policy

Policy Statement

As part of our Safeguarding and Health & Safety policies and procedures the Nursery School has implemented a lock down policy.

On the rare occasions it may be necessary to seal off the Nursery School so that it is not possible to enter the interior of the building. This will ensure that children, staff and visitors are safe in situations where there is a hazard on the grounds or outside the Nursery School in the near vicinity.

A lock down is executed when there is a serious safety risk for the premises, for example a chemical spillage, proximity of dangerous animals or attempted access by unauthorized persons intent in causing harm/damage.

Notification of Lock Down

Staff will be notified that lock down procedures are to be taken immediately - by shouting "LOCKDOWN"

Procedures

Follow the **CLOSE** procedure

- ✦ **C**lose all windows and doors
- ✦ **L**ock up
- ✦ **O**ut of sight & minimize movement
- ✦ **S**tay silent and avoid drawing attention
- ✦ **E**ndure, be aware you may be in lock down for some time.

The process will be activated and the children will be ushered into the building as quickly as possible and the outer doors locked. Gates will be locked if it is possible to remain safe.

Depending on the nature of the lock down, the children will remain in the room they are in and the staff will ensure the windows and doors are locked. The children need to be positioned away from possible sightlines from external windows/doors. Lights and computer monitors to be turned off. Mobile phones are put on silent mode.

Children or staff not in the building for any reason will proceed back to the building as soon as possible if safe to do so. If practicable staff should notify the Manager of any children that are not accounted for.

NO ONE SHOULD MOVE ABOUT THE NURSERY SCHOOL

Staff need to support the children to keep them calm and quiet.

Staff will remain in lock down until informed by key staff in person that there is an all clear.

The sign will be "ALL CLEAR".

Staff Roles

1. Nursery Manager and deputy need to ensure that the police are called if necessary.
2. Nursery Manager or deputy to undertake a register
3. Individual staff to close doors and windows.
4. Nearest adult to check exit doors.
5. Keys for the front door need be easily and quickly accessed.

Communication with parents

If necessary parents will be notified as soon as it is practical to do so via the Nursery's email or text service.

Parents will be told:

"the Nursery is in a full lock down situation. During this period the phones and entrances will be un-manned, external doors locked and nobody is allowed in or out"

Depending on the type and severity of the incident, parents may be asked NOT to collect their children from Nursery as it may put them and their child at risk.

Children will not be released to parents during a lock down.

Parents will be asked to not to call the Nursery as this may tie up emergency lines.

If the end of the day is extended due to the lock down, parents will be notified and will receive information about the time and place the children can be picked up from.

A letter to parents will be sent home on the nearest possible day following any serious incident to inform parents of the context of the lock down and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

Lock Down Drills

Lock Down practices will take place at least once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and staff debriefed for positive reinforcement or to identify required improvements.

Review

This policy and procedures will be reviewed annually as part of the Nursery's Health & Safety procedures.

This policy was produced by

Abinger Common Nursery

On

March 2019

Date to be reviewed

March 2021

Signed on behalf of the provider



Name of signatory

Mrs Emma Powell

Role of signatory (e.g. chair, director or owner)

Nursery Chair Person