

## Lock Down Policy

### Policy statement:

There may be situations when a threat from outside of the setting requires the Little Dukes Nurseries to go into an emergency lockdown rather than evacuating the building to ensure the safety of all those on the premises at the time.

### Policy Aim:

Little Dukes Nurseries recognises the potentially serious risk 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. Where possible, the Headteacher will act to ensure the safety of all people in the setting.

### Lock down situations:

The following procedures should be adhered to:

- If unauthorised person(s) considered dangerous, are on the nursery grounds
- In instances including domestic breakdowns where estranged parties are attempting to gain access to a child
- In instances where visitors, parents, volunteers or staff members from within the setting become a threat to the well-being of others

### Lock down procedures:

A lockdown will be initiated by the Headteacher or in their absence the Deputy Headteacher, and will be communicated throughout the nursery by sounding a horn 3 times consecutively.

The Headteacher will call the emergency services and:

- give accurate details
- give location of Nursery
- share how many staff and children are involved and
- confirm contact details.

The Headteacher will post a message on the Family app to parents to inform them of the situation.

The Headteacher will contact any staff who are offsite with children, that the setting has gone into lockdown telling them to remain where they are until further communication.

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

1. Educators to guide children to the nearest agreed safe area (see below).
2. Children who are outside, should be guided to the nearest indoor safe space by educators.

3. Educators will secure all windows and doors and move children away. Cover windows where possible.
4. A head count should be taken immediately, any missing children or educators should be reported to the Headteacher.
5. Educators will supervise, ensuring everyone remains low, out of sight and sitting quietly.
6. No one should be allowed to leave the safe area during the lockdown procedure with exception of the building being on fire.
7. Do NOT make non-essential calls on mobile phones or landlines.
8. 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 safe area, following your usual fire procedures.
9. Remain in lockdown until all-clear has been given by the police or emergency services.
10. Following the incident, the Headteacher will log the incident, inform the relevant authorities, Ofsted and update parents. The incident will be investigated when safe to do so, reviewing policies and risk assessments if needed.

The Safe areas for Miss Daisy's Nursery Schools are:-

- Miss Daisy's Belgravia - Lower Ground Floor, during an evacuation St Columbus Church, Belgravia.
- Miss Daisy's Brook Green - Nursery Classroom, during an evacuation Chinese Church, Brook Green.
- Miss Daisy's Chelsea - Classroom on right hand side of the building opposite toilets, during an evacuation The Oratory School.
- Miss Daisy's Hyde Park - Nursery Classroom, during an evacuation Chestertons Estate Agent, Albion Street.
- Miss Daisy's Knightsbridge - Nursery Classroom, during an evacuation St Simons Zelotes Church, Milner Street.

### **Remember – C.L.O.S.E**

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.

### **Communication with parents:**

In the event of lockdown Headteachers will share information via the Family app as soon as they are able to do so. It is essential this guidance is followed to keep all in lockdown safe from harm, until the emergency services give an all clear.

The message may appear as below:-

*'Due to an incident, we have been advised by the emergency services to secure the premises and remain inside the building until further notice. Please do not attempt to collect your child until we inform you that it is safe to do so. We will let you know as soon as we are able to do so. In the meantime, we need to keep the phone lines clear and would appreciate your cooperation. Please do not call unless it is vital that you speak with us. Be reassured that by following these procedures we are keeping your children as safe as possible.'*

### **Lockdown Preparation Procedures**

To prepare the team to respond appropriately in the unlikely event of a lockdown situation, Headteachers should ensure that the following actions are taken:

- This lockdown procedure is adapted to suit the setting layout and safe spaces are clearly communicated to the team
- Ensure that a Lockdown drill is completed termly with staff and children, in the same way as Fire Drills
- During the drill, children should be rehearsed in an age-appropriate way, using questions and modelling to help them understand how to behave and keep safe
- Following the drill, communication to parents should be sent out to help with any questions children might have (please see Appendix A below)
- Details and any findings from the drill should be retained and Risk assessed where necessary.
- Check communication from the Borough or from your local police
- Ensure that local police contact numbers are clearly displayed for staff to refer to.

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

### **Links to Early Years Foundation Stage: Safeguarding and Welfare Requirements:**

**Safet and suitability of premises, environment and equipment: Safety 3.53, 3.56-3.65.**

### **Appendix A**

Dear Parents,

Just as we regularly practice fire evacuation, today we practiced a 'Lockdown' drill in our school. The children were spoken to beforehand, informed that it was a drill that we would carry out if, we needed to keep them safe and secure within the building. The pupils were calm throughout.

In the unlikely event of a lockdown situation, where the school is informed by the police to lockdown, we will of course let you know. Please be sure to follow the advice and guidance below should this be the case:

### **Parents' Procedure in the Event of a real Lockdown of the School**

- You will be notified via the Family app that we have been advised by the police to lock down the school
- You should remain away from the school until the 'all clear' is given
- In the event of the area being closed, it is improbable that you will be permitted by the police to enter the vicinity.
- The school will notify parents on a regular basis to keep you updated throughout the lock down period
- The school will notify parents when the lockdown has ended and share details of when and how to collect your children
- Children are to be collected, only once the school has provided clear instructions when to do so.

### **For Children who are off site during a Lockdown**

- All pupils and staff who are off site will be kept away from the school buildings which are locked down, until we are permitted to have pupils return to school or until they are collected from another safe and secure location.
- During any lockdown period, the school will keep in regular contact with you throughout, to share information on how to proceed.

## Appendix B Threat levels

Threat levels are designed to give a broad indication of the likelihood of a terrorist attack. [www.gov.uk/terrorism-national-emergency/national-emergencies](http://www.gov.uk/terrorism-national-emergency/national-emergencies)

**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.