



NURSERY POLICIES

Policy Name:

Lockdown Procedure Policy

General Welfare Requirement:

Safeguarding and Welfare Requirements: Child Protection

- Providers must have and implement a policy and procedure to safeguard children

Policy Date:	01 May 2022
Author(s):	Little Nick Nursery and Preschool
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Review Regularity:	Annually

Signed:

Signed:





Lockdown Procedure Policy

Policy statement

Go in, Stay in

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 pre-school, its staff, children, visitors or property. Where possible, the pre-school will act to ensure the safety of all personnel in the following situations:

- In the event that unauthorized person(s) considered dangerous, are on pre-school grounds
- In Instances included domestic breakdowns where estranged parties are attempting to abduct children.
- In Instances where personnel, students, volunteers or staff from within the setting become a threat to the well-being of others.
- In emergency situations within the environment of the setting where there is potential risk from spills or poisonous fumes.

A Lockdown will be initiated by a recognisable tune played on the internal system. The beehive room and the main office have an alarm call button, which will initiate the lock down procedure with immediate effect. Lockdown procedures will be practiced from time to time to ensure that staff and children are familiar with them.

Practices and Procedure

- Follow the CLOSE Procedure
- Close all windows and doors. Close blinds where applicable
- Lock up.
- Out of sight and minimise movement.
- Stay silent and avoid drawing attention.
- Endure. Be aware that you may be in Lockdown for some time.



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

1. On hearing the lock down signal, the Pre-school Manager and/or room leaders will call for assistance using 999
2. Staff will lock all internal doors and back door.
3. The internal alarm will signal lockdown procedures to take effect immediately.

In the setting:

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

Beehive Room

1. Staff to ensure that all children are taken into the small bathroom inside the classroom, if anyone is outside call them in. Staff are to secure all windows and doors and to collect register and a mobile phone ensuring its on silent
2. Turn off Alexa
3. Do a head count and take register immediately.
4. Supervise, ensuring everyone remains calm and sits as quietly as possible.
5. No one should be allowed out of the safe room during a lockdown procedure.
6. Remain in lockdown until the police have given the all clear.

Butterfly Room

1. Staff to ensure that all children are taken into the kitchen area inside the classroom, if anyone is outside call them in. Staff are to secure all windows and doors and to collect register and a mobile phone ensuring its on silent
2. Turn off Alexa
3. Do a head count and take register immediately.
4. Supervise, ensuring everyone remains calm and sits as quietly as possible.
5. No one should be allowed out of the safe room during a lockdown procedure.
6. Remain in lockdown until the police have given the all clear.

Dragonflies Room

Staff to ensure that all children are taken into the adjoining kitchen, if anyone is outside call them in. Staff are to secure all windows and doors and to collect register and a mobile phone

1. Staff to ensure that all children are taken into the kitchen area inside the classroom, if anyone is outside call them in. Staff are to secure all windows and doors and to collect register and a mobile phone ensuring its on silent
2. Do a head count and take register immediately.



3. Turn off Alexa
4. Supervise, ensuring everyone remains calm and sits as quietly as possible.
5. No one should be allowed out of the safe room during a lockdown procedure.
6. Remain in lockdown until the police have given the all clear.

Office Staff

1. Staff are to hide under their desk ensuring all doors are locked and the blinds are closed.
2. Turn off Alexa

Toilets

1. If you are in the staff toilet or children's toilet, please lock the doors and stay hidden until a member of staff comes to see you and or the police.

Staff room

2. Please lock the door, close the blind and windows and stay out of site until a member of staff comes to see you or the police.