

Birdwood Nursery Lock-down (in the building) Procedure

1. Procedure Statement

We recognise the potentially serious risks to children, staff and visitors in emergency or harmful situations. A lock-down may take place where there is a perceived risk of threat to the setting, and we will be advised to stay in the building rather than evacuate. Lock-down of a building/group of buildings is intended to secure and protect occupants in the proximity of an immediate threat. By controlling movement in an area, emergency services can contain and handle the situation more effectively.

Where possible, the setting will act to ensure the safety of all personnel in the setting in the following situations:

- if unauthorised person(s) considered dangerous are on setting grounds;
- in instances including domestic parties are attempting to abduct children;
- in instances where staff, students or volunteers from within the setting become a threat to the well-being of others;
- in emergency situations there is potential risk from spills and poisonous fumes from within the setting.

2. Aims

- Stay calm
- Be alert
- Move slowly
- Follow instruction as per agreed process
- Do not provoke an incident
- We are in this together

3. Roles and Responsibilities

Nursery Manager:

- The Nursery Manager assesses the likelihood of an incident happening based on their location;
- The Nursery Manager will check our police website for advice and guidance;
- Local police contact numbers are clearly displayed for staff to refer to;
- Lock-down will be discussed, rehearsed and recorded termly;
- The Nursery Manager is aware of the current terrorist alert level, as outlined below:
 - LOW means an attack is highly unlikely
 - MODERATE means an attack is possible, but not likely
 - SUBSTANTIAL means an attack is likely
 - SEVERE means an attack is highly likely
 - CRITICAL means an attack is highly likely in the near future
- We follow any additional advice issued by the local authority;
- Information about this procedure is outlined on the setting website, shared with parents and all staff are aware of their role during Lock-down.

Deputy Nursery Manager:

- The Deputy Manager will collect the register and take the register once staff and children are gathered;
- The Deputy Manager will go around the setting and close all curtains/ blinds and windows, if the Hall in the church is not being used then the Deputy Manager will also close curtains/ blinds and windows;
- The Deputy Nursery Manager will be responsible for locking the doors in setting and the church, if not in use.;
- Once the above actions have been completed the Deputy Nursery Manager will switch off all lights in the setting, and the church if not in use.

Staff:

- All staff will try to remain calm to assist the collection and gathering of the children;
- All staff will assist the Nursery Manager and Deputy Nursery Manager where necessary and follow instructions;
- All staff will help the children remain calm and not create any unnecessary panic or disruption;
- If staff are outside, they will be required to check the garden and bring the children in through the back door;
- If staff are inside, they are required to check the toilets and take the children to the small hall in the Nursery.

4. Lock-down Procedures

If an incident happens the Nursery Manager acts quickly to assess the likelihood of immediate danger. In most cases the assumption will be that it is safer to stay put and place the setting into 'lock-down' until the emergency services arrive. As soon as the emergency services arrive at the scene staff comply with their instructions.

Please see process flow chart, below, in the event of a lock-down.

4.1 When Lock-down has been announced – What to do



5. Following Lock-down

- Staff will cooperate with emergency services to assist in an orderly evacuation;
- Staff will ensure that they have the register and children's details;
- Staff or children who have witnessed an incident will need to tell the police what they saw. The police may require other individuals to remain available for questioning;
- In the event of an incident, it is inevitable that parents will want to come to the setting and collect their children immediately. They will be discouraged from doing so, until the emergency services give the 'all clear'. Staff will be always acting on the advice of the emergency services;
- Emergency procedures are reviewed and amended where appropriate.

6. Recording and Reporting

- The Nursery Manager reports the lockdown to OFSTED as soon as possible. In some situations, this may not be until after the event;
- A record is completed on OFSTED's website as soon as possible.

7. Key Contacts

- 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, call the police on 101.