Emergency Lockdown

Policy Statement

As required under the EYFS, "Providers must take reasonable steps to ensure the safety of children, staff and others on the premises in the case of fire or any other emergency".

Lockdown procedure should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and children in the nursery. Procedures aim to minimise disruption to the learning environment whilst ensuring the safety of all children and staff.

The purpose of a lockdown is to prevent an intruder or other threat outside the school from causing harm to parents and staff. It means that the entrances to the nursery must be secured in an effort to prevent any threat entering, and staff and children must find a suitable place to protect themselves.

Possible reasons for a lockdown might be:

- Extreme weather
- Toxic spills on the roads near the nursery site
- Local risk of air pollution, such as a smoke plume or gas cloud
- A major fire in the vicinity of the school
- Livestock on the loose, including dangerous dogs
- An unknown person roaming the site who is a perceived threat
- An incident or civil disturbance in the local community which poses a threat to the nursery

Procedures

The management needs to act quickly to assess the likelihood of immediate danger in the event of a local incident. In the majority of cases, the assumption should be that it is better to stay put and go into lockdown until the emergency services arrive.

Lockdown will be signalled by one long blast on a whistle (kept in the kitchen).

- If a risk requiring lockdown has been identified by St Mary's Catholic Primary School, the headteacher or the most senior member of staff onsite will call the nursery to initiate lockdown.

Once the emergency services are on the scene, the management will comply with their specific instructions.

The Management will:

- Contact emergency services unless we have been contacted by them to advise us of the risk.
- Due to the thin wall construction of the classroom, desks should be tipped on their sides with desktops facing out. All desks should be placed in a circle, with staff and children inside the circle down on the floor below the top edge of the desks.
- If the threat is a toxic or chemical release, everyone should cover their nose and mouth (own clothing can be used).
- Ensure all children are present, with all emergency medication (e.g. Epi-Pen, asthma medication, etc.)
- Close curtains and blinds where possible.
- Turn off lights and computers.
- Stay away from windows and doors.
- Stay low and keep calm and encourage the children to be calm and quiet.
- Avoid making non-essential calls in order to leave the landline free for correspondence.

During lockdown

- The door(s) will not be opened until it has been confirmed that the emergency services are on the scene and are in control of the situation.
- There will be no moving about the nursery.
- Do not contact the emergency services (999) unless there is significant danger to the occupants' safety, or we feel we have critical information.
- A senior manager in contact with the emergency services will advise the staff as to when lockdown has ended.

Communication with parents during lockdown

Arrangements for communicating with parents in the event of a lockdown should be routinely shared either via newsletter or the nursery website.

In the event of an actual lockdown, any incident or development should be communicated to parents as soon as is practicable. It is obvious that parents will be concerned but regular communication of accurate information will help to alleviate undue anxiety.

Parents should be given enough information about what will happen so that they:

- Are reassured that the nursery understands their concern for their child's welfare, and that it is doing everything possible to ensure his/her safety.
- Do not need to contact the nursery. Calling the nursery could tie up telephone lines that are required for contacting emergency support providers.
- Do not come to the nursery. They could interfere with Emergency Services' access to the nursery and may even put themselves and others in danger.
- Wait for the nursery to contact them about when it is safe to collect their children, and where this will be from.
- Are aware of what will happen if the lockdown continues beyond school hours.
- Should parents present at the school during a lockdown under no circumstances should members of staff leave the building to communicate directly with them

After lockdown

- We will cooperate fully with the emergency services in order to evacuate the building safely.
- We will ensure we have the register and children's contact information with us as we leave the building.
- The controlling staff member will notify parents as soon as possible after the lockdown via website/phone calls/email etc.
- We will ensure that any staff that have witnessed an attack or incident tell the police what they saw.
- Ensure that any other relevant individuals remain available for questioning if required.

Risk Assessment on people with disabilities (PEEP)

- Depending on individual needs of adults or children a Personal Lockdown Plan will be devised to meet their needs.

All employees must familiarise themselves with the Emergency Plan.

This Policy was reviewed by	Gemma Finnegan
This Policy was adopted by	Staff and St Mary's Nursery Committee
Signatory (Committee Chairperson)	
Date	September 2019
Review Date	September 2020