

**Lockdown policy**

Bell Day Nursery recognises the potential risks to children, staff and visitors in emergency or harmful situations.

**“provider’s must take reasonable steps to ensure the safety of children, staff and others on the premises in case of fire or any other emergency and must have an emergency evacuation procedure” (Early years foundation stage statutory framework, April 2017)**

A lock down may take place where there is a perceived risk of threat to the Nursery, its staff, children and visitors or property.

Where possible the nursery will act to ensure the safety of all personnel in the setting in the following situations;

* In the event that an unauthorised person(s) considered dangerous are on the nursery grounds or if we have intelligence that they were in the vicinity and pose a threat.
* In instances including domestic break downs where estranged 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 within the area of the nursery where there is potential risk from spillages or poisonous fumes.

**A lock down will be initiated by;**

* The person raising the alarm will use our intercom system and shout “**ATTENTION, ATTENTION, ATTENTION, LOCKDOWN, LOCKDOWN, LOCKDOWN”.**
* **Lock down procedures will be practiced from time to time so that staff and children are familiar with them.**

**Practices and procedure.**

To follow the **CLOSE** procedure.

**C**lose all windows and doors

**L**ock up

**O**ut of sight and minimise movement

**S**tay silent and avoid drawing any attention

**E**ndure, be-aware that you may be in lock down for some time.

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

* On hearing the lockdown signal a member of the management team / person raising the alarm via intercom will call 999.
* Once alarm is activated, Members of staff will alert staff and children outside to get into the sensory room and take registers.
* Staff will close all windows where possible close blinds, lock doors and turn off lights.
* Moon Beams will go to their sleep room with the lights off and lock the door.
* Little Stars will go to their side room with the lights off and lock the door.
* Sunshine Corner will go into their quiet room with the lights off and lock the door.
* Chefs will join Sunshine Corner.
* The management team if in the office would remain in the office and lock the door and close the blinds.
* If any children and staff are in the garden they will go into the sensory room, turn the lights off and lock the door. If they are in the playground, they will move into one of the large sheds and lock the door from inside. The group using the playground should **ALWAYS** have a phone with them and should ensure both gates are locked upon entry.
* All lock down zones have a telephone/intercom resource.
* **Any staff member that is not within their area at the time of Lockdown must go to the nearest lockdown zone if safe to do so.**

**Internal threat response / evacuation.**

* On hearing the fire alarm during LOCKDOWN. Make no attempts to leave your lockdown zone unless authorised to do so by management or the police etc.
* Do not use the nursery phones; intercom or outside lines unless you are giving the Lockdown message or calling the emergency services.
* Remain in lockdown until the all clear message is given.

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Signed: G.Owers