

## **The Island Day Nursery**

### **Lock Down Policy**

#### **Lock Down Procedure**

We will use the Lock Down procedure when the safety of the children and staff is at risk and we will be better placed inside the current building, with doors and windows locked and blinds/curtains drawn.

We will activate this emergency procedure in response to a number of situations, but some of the more typical might be:

- A report incident or disturbance in the local community (with a potential to pose a risk to staff and children in the nursery)
- An intruder on the site (with a potential to pose a risk to staff and children in the nursery)
- A warning being received regarding a risk locally of air pollution, smoke plumes, gas cloud etc
- A major fire or explosion in the vicinity of the nursery – as long as it is safer staying in the premises rather than leaving

#### **Lock Down Policy Activation**

In the case of the Lock Down Policy being implemented staff will be notified by 5 short blasts on the whistle followed by 1 long blast.

**Once the Lock Down Policy has been implemented all individuals will remain in the area they are in if safe to do so.**

If the children are outside, staff are to promptly and calmly direct the children into the under 3's room, if it is safe to do so. Staff will make efforts to lock windows and doors and to close the blinds.

All individuals are to keep away from the windows and doors and children will be occupied where they cannot see what is going on outside.

The manager on duty will ensure all children, staff and visitors are accounted for and safe.

The manager on duty will manage the situation dependant on the situation and the information available. If the nursery is in immediate danger of an intruder, the police will be called. If the situation has been alerted by the police or Local Authority then the nursery will await further instructions.

Once the all clear has been given externally the manager will issue the all clear internally. After this time the staff will try to return to normal practice to enable the children not to be disrupted or upset by the events.

Parents will be informed about the situation at the earliest and safest opportunity and will be kept updated when the information changes.

After the event a post-incident evaluation will be conducted to ensure that each child and staff member was fully supported and that the procedure went as planned.

*I have read the above policy and understand my legal obligation to implement the policy:*

### Lock Down Policy – Check List

Date and time of incident: .....

Nature of incident : .....

	Action	Time logged	Evaluation
1.	Assess information and situation		
2.	Activate Lock Down Procedure		
3.	Inform Police		
4.	Ensure safety and welfare of all children, staff, parents and volunteers		
5.	Liaise with emergency services		
6.	Prepare information/advice for parents		
7.	Consider support for staff children and parents		
8.	Evaluate procedures		