

<b>Lockdown Procedure</b>	
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**On very rare occasions it may be necessary to seal off the premises so that it is not accessible from the outside. This will ensure that the children, staff and visitors are safe in situations where there is a hazard on the grounds or outside in the near vicinity.**

**A lockdown may be activated in response to any number of situations including a reported incident within the community, an intruder or unauthorised/unknown person on site that poses a risk, a dangerous animal in proximity or an act of terrorism.**

### **Preparation of a lockdown**

For lockdown procedures to run smoothly and help ensure the safety of all children and adults, we will:

- Review risk assessments associated with lockdown as and when necessary.
- Make staff aware of any associated risks and ensure they receive appropriate training for lockdown and understand their responsibilities within this.
- Discuss and review the lockdown procedure drills with staff annually.
- Display this procedure in key locations.

### **Notification of Lockdown**

The signal that the Lockdown Procedure is taking place in the Nursery will be a staff member (preferably a senior or office staff member) loudly calling out that a lockdown needs to take place. Farm Adventurers staff will be notified via a radio call.

Farm Adventurers staff will follow this with 3 short blasts on the whistle indicating for the children to go to the nearest adult as this is what the children are familiar with. They will then go to the closest secure/lockable building on site.

### **Office staff's role**

- On discovering a need for lockdown inform all staff that a lockdown needs to take place.
- One member of staff to radio for help/support from Farm staff. On the radio you must indicate that a lockdown is taking place.
- One member of staff to call the police and/or other emergency services as necessary and follow their advice.
- A member of staff to lock the main Nursery door and the fire exit in the reception area.
- Use the radios to inform others of what actions have taken place.

## **Room Leaders/Practitioner's role**

- If outside - staff to calmly escort the children inside the building. If it is unsafe to do this, an alternative must be communicated e.g. go into the volunteers building. One member of staff to check all areas to ensure no-one is left outside.
- On entering the building, all windows and doors to be closed and locked including all fire exits.
- If inside – keep children, staff and visitors indoors, in an area that is considered safe (this will vary depending on the reasons for lockdown).
- Position children away from possible visibilities and hazards and close curtains/blinds. Lights, smart boards and computer monitors may need to be turned off.
- If there is smoke or fumes, turn off ventilation fans etc.
- Conduct a roll call to ensure all children are safely inside. Advise the Managers of any unaccounted children. A member of staff to check all inside areas for children not present, if safe to do so.
- Staff to support children in keeping calm and quiet and ensure that movement is limited.
- Everyone must remain in lockdown until informed otherwise by the Manager.
- If the evacuation must take place off site, ensure all the children's records/contact details and registers are taken.
- If any child is on any life threatening medication, ensure that this is also taken. If for whatever reason you are unable to access it, inform emergency services so that are aware of the situation/child's condition.

## **Evacuation off site**

If an evacuation has to take place off site, the nearest confirmed places would be:

St. Mary Redcliffe Primary School (term time only)

Windmill Close

Windmill Hill

Bristol, BS3 4DP

Tel: 0117 353 4760

Agreed by Meg Stacey/Kevin Fry on 3.11.22

Windmill Hill Community Association

Vivian Street

Bedminster

Bristol, BS3 4LW

Tel: 07980 005571 (Christine's number)

Agreed by Christine Haywood 4.11.22

## **Communication with Parents/Carers – if near picking up time**

Office staff will contact parents/carers via the Family News Feed that a lockdown is taking place and inform them of the following:

1. That they must not enter the setting as it could interfere with emergency services actions/procedures as well as putting themselves and others in danger.
2. That they must not contact the setting as this could tie up telephone lines that are needed to support this incident.
3. That they will be notified and given information of the time and place children can be picked up from once it is safe to do so.
4. Offer reassurance that the setting understands their concerns for the welfare of their child and that the setting is doing everything possible to ensure their safety.

### **Communication with Parents/Carers**

If a lockdown has had to occur, all parents/carers of the setting will be notified via Family. This will allow all adults to work in partnership with each other in having discussions about the lockdown and reassuring the children.

### **After Lockdown has taken place**

- A full record of the event will be recorded.
- Policies and procedures will be reviewed to ensure that the policy works in practice and to see if there are any areas that need further developing.
- A notification of the incident will be made to Ofsted as soon as possible but no later than 14 days.

### **Please Note:**

The actual procedure followed and the order in which things are done may vary, depending on the reason for locking down. It would be sensible to identify a variety of safe assembly places for the lockdown, depending on the type of incident.

**Every child's safety is paramount to us, and we will do everything we can to protect each one.**

**This policy works in conjunction with our Health and Safety Policy.**