

Lockdown Procedure	
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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 visitors, staff, volunteers and nursery children 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 for 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 the lockdown procedure in key locations.

If it is decided that a lockdown is needed

The signal that a whole site Lockdown Procedure is taking place will be a staff member (preferably a senior staff member) loudly calling out that a lockdown needs to take place. Staff will also be informed via a radio call stating 'Lockdown, Lockdown' and airwaves should be kept clear for further instructions and for essential-only cross-site communication.

Procedure for notification of Lockdown

- 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. 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.
- Use the radios to inform others of what actions have taken place.

Whole site Lockdown procedure

- On hearing the lockdown call, staff, volunteers, members of the public should seek shelter in the nearest secure/lockable location and stay inside until advised it is safe to leave.
- Any children or vulnerable adults, including those in the care of the outdoor learning or health and social care team, should all be assisted to the nearest secure/lockable safe space on site and remain accompanied there.

- Nursery children and Farm Adventurers children should ideally be kept within the safety of the nursery, or nearest secure/lockable location - see 'lockdown in the nursery' procedure below for further details.
- When safely inside the space, a member of staff to check and lock any doors, including fire exits and close any windows.
- Remain in the space - everyone must remain in lockdown until informed otherwise by an 'all clear' message.
- All clear message to be sent across site via radio call by manager.
- Manager to go around site to ensure call has been heard in all secure/lockable areas of the site.

Lockable, safe locations are:

- Café
- Nursery and Farm Adventurers cabin (Monday to Friday)
- Central Services (above reception)
- Volunteers building
- John James building – lower floor (John James room)

There will be a 'lockdown prep bag' located in all of the above-listed secure spaces, containing essential supplies for such an event.

Lockdown in Nursery and Farm Adventurers

Office staff's role

- Inform all nursery and farm adventurers staff that a lockdown needs to take place.
 - Nursery will be informed via a member of staff loudly shouting 'Lockdown, Lockdown'
 - Farm Adventurers will be informed via a radio call stating 'Lockdown, Lockdown'
- To radio for help/support from Farm staff if needed.
- To call emergency services as necessary and follow advice.
- To lock the main Nursery door and the fire exit in the reception area.
- Use radios to maintain contact with Farm Adventurers and farm staff of what actions have taken place.

Senior Early Years Educators & Early Years Educator's role

- To calmly escort the children to the nearest secure/lockable location.
- Conduct a roll call to ensure all children and staff are present. All inside areas to be checked for any individual unaccounted for, if safe to do so.
- Advise the Managers of any unaccounted individuals.
- Close all windows and lock all doors, including all fire exits.
- Position children, staff and visitors away from windows and close curtains/blinds.

- If advised to do so, turn off lights, smart boards, computer monitors and ventilation fans.
- Remain calm and quiet and limit movement wherever possible.
- Remain in lockdown until advised otherwise or further instructions are received, i.e., moving off site to a safe location.
- If moving off site to a safe location, ensure all the children's records, contact details and registers are taken.
- Ensure any life preserving medication is taken. If the medication is not accessible, inform a manager or emergency services so they are aware of the individual's condition.

Communication with Parents/Carers

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

1. 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. They must not contact the setting as this could tie up telephone lines that are needed to support this incident.
3. 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 everything possible is being done to ensure their safety.

Evacuation off site

If an evacuation off site to a safe location occurs, the nearest confirmed places for shelter would be:

Windmill Hill Community Association (WHCA)

Vivian Street

Bedminster

Bristol, BS3 4LW

Tel: 07980 005571 (Christine's number) e: info@whca.org.uk

Tel: 07894 552883 Jim Haywood (son of Christine – also a trustee of WHCA)

Agreed by Christine Haywood 4.11.22 (reviewed 3.10.23) Trustee of Windmill Hill Community

Large hall capacity is 100, small hall capacity is 50, one set of toilets, one female, one male, no disabled access toilets. Please note, the hall may be in use, so capacity may be less. WHCA is run by volunteers, it is not staffed.

Children only (term time only)

St. Mary Redcliffe Primary School

Windmill Close

Windmill Hill

Bristol, BS3 4DP

Tel: 0117 353 4760

Agreed by Meg Stacey/Kevin Fry on 3.11.22

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.
- 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.

**Everyone's safety is paramount to us, and we will do everything we can to protect people.
This policy works in conjunction with our Health and Safety Policy.**

This Lockdown policy and procedure has been written in line with recommendations made under the draft Terrorism (Protection of Premises) Bill, also known as Martyn's Law, which was published in May 2023.

Windmill Hill City Farm is considered a 'standard tier' organisation under the draft bill and as such, are required to have 'simple yet effective activities to improve protective security and preparedness'.