



# Lockdown Policy



## Policy Statement

The Orchard Nursery recognises the potentially serious risks to children, staff and visitors in emergency or harmful situations a lockdown may take place where there is a perceived risk of threat to the nursery, its staff, children, visitors or property. Where possible, the nursery manager/deputy will act to ensure the safety of all personnel in the setting in the following situations:

1. A reported incident or disturbance in the local community (with the potential to pose a risk to children and adults in the setting)
2. An intruder onsite (with the potential to pose a risk to children and adults in the setting)
3. A warning being received regarding an environmental risk locally, of air pollution (smoke plume, gas cloud etc)
4. A major fire in the vicinity of the setting
5. The close proximity of a dangerous animal

A lockdown will be initiated by the duty manager and will be communicated through the nursery by saying **'LOCK DOWN, LOCK DOWN'**.

Lock down procedures will be practiced regularly to ensure that staff are familiar with them.

## Practices and Procedure

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 Lockdown for some time.

## Staff to be Vigilant

Look out for suspicious/out of the ordinary behaviour i.e

- people in stationary vehicles watching the nursery
- vehicles moving slowly near the nursery, or parked in suspicious circumstances
- people using recording equipment, including camera phones, or seen making notes or sketches of security details
- someone suspicious paying close attention to specific entry and exit points
- people loitering at or near premises for long periods and watching staff, visitors and deliveries for no apparent reason
- people asking detailed or unusual questions about buildings and business operations, facilities (such as room layouts), security or parking for no apparent reason
- anyone in 'off limits' areas, plant rooms and similar – ask these people who they are and what they're doing, and report this immediately to the manager and police.

## LOCK DOWN PROCEDURE

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

1. On hearing the lock down signal the Duty Manager and/or Deputy will call for assistance using 999. They will keep the setting phone on their person in case of emergency evacuation.
2. Manager will lock the front main door, if safe to do so.
3. The words **'LOCK DOWN, LOCK DOWN'** will signal lockdown procedures to take effect immediately.
4. The manager or admin assistant on duty will close the hatch from the main entrance to the office.
5. If able to - the manager and admin assistant should also join the rest of the nursery.

### **In the setting:**

Upon hearing the Lockdown signal, these steps will be followed by all staff:

1. Staff to guide all children into the building if playing outside. Staff to keep children safe in their age appropriate rooms where possible. It may be required for the setting to join age groups together to keep safe, in this instance the duty manager will decide where is safest to conjoin together.
2. Staff to secure all windows and doors. Instruct children to move away from windows and doors and cover windows where possible. If anyone is outside, call them in. Ensure register, first aid kit is available before locking or blocking doors.
3. Do a head count immediately & call register, report any children missing to the duty manager.
4. Supervise, ensuring everyone remains out of sight and are sitting quietly. Blinds should be pulled down, if necessary.
5. No one should be allowed out of the room during a lockdown procedure.
6. Remain in lockdown until the all-clear has been given by the police or emergency services.
7. Duty manager log the incident, inform relevant authorities, parents, neighbouring school etc and investigate the incident when it is safe to do so, reviewing policies and risk assessments if needed.
8. In the event of a particular child in danger of being abducted that child will go with a member of staff to an appropriate safe room, close the door, locking if permitted, and keep out of sight.

In the event of Lock Down we will put a message on the nursery management system or through email and notify parents, if appropriate, as soon as we are able. It is essential the guidance is followed to keep all in lock down safe from harm until the emergency services give the all clear. The message will be similar to the message below;

*'Due to an incident, we have been advised by the emergency services to secure the premises and stay put until we are given the 'all clear'. Please do not attempt to collect your child until it is safe to do so. We will let you know as soon as we are able when that is likely to be. In the mean time we need to keep our telephone lines clear and would appreciate your cooperation in not calling unless it is absolutely vital that you speak to us.'*

### **Evacuation Arrangements where an Intruder is in the Building or an Attack is imminent: Run Hide Tell**

If you hear gunshots or hear/see a knife attack or are instructed to initiate the school's attack evacuation procedure:

The manager on duty will alert everyone by saying **ATTACK EVACUATION** and give as much information as possible about the intruder.

- The best option is to evacuate but only do so if it won't put the group in greater danger.
- First, consider your route.
- Act quickly and quietly, leaving your belongings behind. Insist pupils and adults come with you.
- Once you've identified a safe route, run

Consider your route as you leave:

- Will it place you in the line of fire?
- Is it safer to wait for the attacker to move away before you continue?
- If you can't move to safety, hide. When finding a hiding place, consider your exits and escape routes. Avoid dead ends and bottlenecks.
- Try to find places with reinforced walls
- Try to lock yourself in a room and move away from the door.
- Be as quiet as possible.
- Don't shout for help or do anything that will give away your hiding place.

The best hiding place with protection from gunfire, will have a substantial physical barrier between you and the attacker.

- If you're able to evacuate, get as far away from the danger area as possible.
- Try to stop others from entering, but only if this won't put you in danger

Call the police.

- Dial 999 and tell them clearly, the location of you and the attackers, descriptions of the attackers, their clothing and weapons, information about casualties and building access
- Include anything else you think is important

When the police arrive, they will be armed.

- They may be dressed differently, depending on their function.
- Their first task will be to deal with the immediate threat to prevent further casualties.
- This may take a long time.
- The police may be unable to distinguish you from the attacker.
- They may treat you firmly.
- Do everything they tell you to do.
- Don't make any sudden movements or gestures that may be perceived as a threat.
- Stay calm, don't shout or wave.
- Keep your hands visible at all times so they can see you are unarmed.
- The armed police may ask for details about the building, the attackers, hostages, and casualties.
- Follow police instructions.
- You will be evacuated by the police once it is safe to do so.

Signed on behalf of the nursery.....*Emma Middleton*.....Date:... August 2024