

EYFS: 3.1-3.2, 3.55,3.56, 3.63

We take all reasonable steps to ensure the safety of children, staff, and others on the premises, in the event of an emergency requiring a full lock down we will follow the lock down procedure:

Lock down procedure

We will use the lock down procedure when the safety of the children, staff and others on the premises are at risk and we are 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 few situations, but some of the more typical might be:

- A report incident or disturbance in the local community (with potential to pose a risk to staff and children in the nursery)
- An intruder on the nursery site (with potential to pose a risk to staff and children in 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 – if it is safer staying in the premises than leaving.

In this case the staff will be notified by the following action:

- An alarm will be raised by saying **BOB IS HERE.**
- Staff and children will move inside the building or into classrooms as calmly and as promptly as possible. Staff to close the doors behind them when everyone is in safely in.
- Children and staff are to stay close to the floor in the middle of the room, closing curtain or blinds if possible, turning off lights and closing all windows and doors.
- If staff are in the toilet, they are to stay locked in there until they are told it is safe to come out.
- Room leaders are to have a register with them and a phone or walkie talkie if available.
- Nursery Manager or most senior member of staff are to check that all children/staff and visitors are accounted for before returning to the office to call for help if needed.
- If the nursery is in immediate danger of an intruder, the police need to be called as a matter of urgency and the Manager will wait for further instructions.
- Once the all-clear has been given, the Manager will give an all-clear sign to all staff so they can continue their day as normal.
- If staff or children are very unsettled by this event, they will be offered 1:1 with the key person or Manager to talk through things.
- Parents will be informed of this event at the earliest and safest opportunity and will be updated when information changes.
- Post -incident evaluation will be conducted to ensure that each child & staff member were fully supported, and the procedure went to plan.

- Ofsted are to be informed of the incident.
- We practise lockdown procedures termly.

Emergency Numbers:

Police = 999

Ofsted = 0300 123 4666; Nursery Registration number = EY481174

| This policy was adopted on | Signed on behalf of the nursery | Date for review |
|----------------------------|-------------------------------------|---------------------|
| <i>24th October 2024</i> | <i>Gina Chamberlain/Tracey Webb</i> | <i>October 2025</i> |