



## **Safeguarding and Welfare Requirement: Child Protection**

Providers must have and implement a policy, and procedures, to safeguard children.

### **1.21b Lockdown procedure - Nursery**

#### **Policy statement:**

Our settings recognise 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 children, staff, and visitors, for example:

- A reported incident or disturbance in the local community.
- An intruder on site.
- In instances including domestic breakdowns where estranged parties are attempting to abduct children.
- A warning being received regarding an environmental risk locally.
- A major fire in the vicinity.
- The close proximity of a dangerous animal.

#### **Procedures:**

A lockdown will be initiated by a siren (different to the fire alarm) to gather all the children together as quickly as possible (and take them inside the building). There are two types of lockdown:

#### **Partial Lockdown**

A partial lockdown is a precaution aimed to keep children and staff safe while remaining indoors.

#### Procedure for all staff

- Children should be calmly taken to the sleeping room.
- Remain in the sleeping room until further details have been received from Cowes Enterprise College regarding the type of lockdown.
- Headcount the children in your care and check the register alerting the Supervisor if any are missing.
- Children and staff should remain in the building and all doors and windows leading outside should be locked.
- No one should be allowed to enter or leave the building; however, the setting can otherwise continue as usual.

#### Procedure for the Supervisor

- If the lockdown is to be initiated by the Nursery, the Supervisor or Deputy Supervisor will immediately call 999, Cowes Enterprise College, and the Manager to alert them of any danger.
- If the lockdown has been initiated by the Cowes Enterprise College, the Supervisor or Deputy Supervisor will call the Enterprise College to find out the details, and whether it is a partial or full lockdown.
- Assign the management of the children in your care to another member of staff.
- Sweep through the outside areas to make sure no visitors or children have been left behind.
- Secure all external windows and doors.
- Ensure everyone remains indoors until given the all-clear (by emergency services or by Cowes Enterprise College).

## **Full Lockdown**

A full lockdown will occur when there is the likelihood of immediate danger.

### **Procedure for all staff**

- Calmly move the children into the main room and close the internal door. The children will be encouraged to go to the sleeping room, keeping out of sight from the doors.
- Headcount the children in your care and check the register, alerting the supervisor if any are missing.
- Attempt to keep the children as quiet and calm as possible until the dangerous situation is over.

### **Procedure for the Supervisor**

- The Supervisor or Deputy Supervisor will immediately call 999, the Manager and Cowes Enterprise College to alert them of any danger.
- Assign the management of the children in your care to another member of staff.
- Collect the first aid box, registers, visitors' book, and contact information.
- Sweep through the building and the outside areas to check for visitors or children left behind.
- Secure all external windows and doors and close any curtains.
- Turn off lights, computer monitors and put smartphones on silent.
- Remain in the area until given the all-clear (by the emergency services or Cowes Enterprise College).

**During both types of lockdown if the fire alarm starts to ring continuously - the evacuation procedure should be followed. The children should be taken out of the setting as quickly and calmly as possible to the assembly point located on the school field. The registers, contact details and medical details should be taken to the field by the Supervisor and a headcount of the children should be made to make sure there is no one missing. Remain on the field until the all-clear is given by the Enterprise College or the emergency services.**

### **Once the danger has passed**

- When completely sure that the danger is over continue activities as far as is possible.
- Supervisor to telephone all parents (if not already contacted) and inform them of the incident.
- Send a letter to parents to inform them of the context of the lockdown in more detail.
- Records will be made of the event and actions taken.
- Ofsted and the Local Authority will be informed within 24 hours of the incident occurring.

## **Lockdown Drills**

We hold lockdown drills once a year and record the following information about each lockdown in the Lockdown and Fire Safety and Procedures book:

- The date and time of the drill.
- The number of adults and children involved.
- How long it took to get to the sleep room.
- Whether there were any problems that delayed entry.
- Any further action taken to improve the drill procedure.

This policy was adopted by	Blackberry Lane Pre-School & Nursery	
On	18 <sup>th</sup> June 2021	
Date to be reviewed	April 2022	
Signed on behalf of the provider		
Name of signatory	Mrs D Gibson	Mrs V Stone
Role of signatory (e.g., chair, director, or owner)	Manager	Director