



Lock Down Policy

Lock Down procedure

We will use our lock down procedure when the children and staff safety are at risk and will be safer to be placed inside the nursery building with windows locked – blinds and curtains drawn.

Some of the situations this may be used might be:

- A reported incident or disturbance in the local community which could pose a risk to the staff and children
- An intruder on the nursery site which could pose a risk to the staff and children
- A warning received locally of air pollution
- A major fire or explosion in the vicinity of the nursery – assessing the risk to staying inside rather than leaving the premises.

The following action will be taken:

If then fire alarm sounds intermittent 5 times

All individuals will remain in the area they are in if safe to do so. The children outside will be calmly and promptly directed into the building if this will not endanger them. Staff will make every effort to close and lock windows and doors where safe to. The blinds will be also closed where possible.

All individuals will be kept away from the windows and doors and children will be occupied in the centre of the room so they are not placed at risk or can see any situation developing outside.

The senior team will ensure all children; staff and visitors are accounted for and safe before returning to the office to keep up to date with the current situation.

The senior team will manage the situation depending on the individual situation.

If the nursery is under immediate danger of an intruder the police will be called.

Once the all clear has been given, the all clear will be given internally. After this time the nursery will go back to usual day. Any children who may show concern or worries will be given time with their key person to talk about these.

Parents will be informed about the situation at the safest opportunity and will be kept updated with any information.

After a lock down event an evaluation (similar to fire drill report) will be taken.