

Lock Down Policy



Grass Roots Nursery Group: Lockdown Procedures

Purpose:

To outline procedures for securing the nursery and protecting children, staff, and visitors in the event of a critical incident or emergency.

Procedures:

Initial Notification:

- If a critical incident occurs, such as a threat, active shooter situation, or natural disaster, staff must immediately notify the nursery manager or duty manager.
- The manager will assess the situation and determine if a lockdown is necessary based on the severity of the threat and the potential risks.
- A whistle will be blown to signal to the children that we need to return inside if outside. Whistles are kept on hooks in doorways and one in the main kitchen at St Peters.
- The siren on the ring doorbell will be activated if indoors.
- At the Wild Root session at The Orchard, we will go into Trinity at St Peters primary.
- At the Wild Root session at the allotment or in the woodland, we will go into Sacred Heart primary.

Secure the Building:

- If a lockdown is necessary, the manager will activate the lockdown procedure and inform all staff via the above means.
- All children, staff, and visitors must immediately move to the designated lockdown area, which is a secure room or area away from windows and doors:
 - St Peters - stay in their rooms
 - New Road - The Orchard
- Doors will be locked and secured from the inside.
- Lights will be turned off, and noise levels will be minimised to avoid attracting attention.
- A headcount will be conducted to ensure that all individuals are accounted for.

Emergency Services:

- The manager will contact emergency services if necessary, providing them with the location of the incident and the number of individuals inside the building.
- Staff will follow the instructions of emergency personnel and cooperate fully with their response.

Communication:

- Staff will communicate with children and visitors, providing reassurance and updates as appropriate.
- Children will be kept calm and engaged in quiet activities.
- Parents will be notified of the incident and updated on the situation as soon as possible.

All-Clear Signal:

- Once the emergency is resolved, the "all-clear" signal will be given by a designated staff member.
- Staff will guide children and visitors out of the lockdown area and back to their regular activities.
- The nursery manager will document the incident, inform relevant authorities, and conduct a review to identify areas for improvement.

Additional Considerations:

- **Regular Drills:** The nursery will conduct regular lockdown drills to familiarise staff and children with the procedures. Drills should be conducted at different times of the day to simulate various scenarios.
- **Staff Training:** All staff will be trained on lockdown procedures, emergency response, and first aid. Staff should also be trained on how to recognize and respond to potential threats.
- **Communication Plan:** The nursery has a communication plan in place to ensure effective communication with parents, staff, and emergency services during a crisis (see appendix 1)
- **Review and Evaluation:** The lockdown procedures should be reviewed annually to ensure their effectiveness and alignment with current best practices.

By following these procedures, we aim to ensure the safety and well-being of children, staff, and visitors during critical incidents.

Appendix 1

Communication Plan

Purpose:

- To establish clear and consistent communication protocols during a lockdown situation.
- To ensure the safety and security of all children and staff.
- To provide timely and accurate information to parents.

Lockdown Triggers:

- Clearly define what constitutes a lockdown:
- External threat (e.g., intruder, nearby incident).
- Internal threat (e.g., security breach).
- Direction from emergency services.

Communication Channels:

Internal Communication (Staff):

Immediate Alert System:

- A designated signal to initiate lockdown:
 - A whistle will be blown to signal to the children that we need to return inside if outside. Whistles are kept on hooks in doorways and one in the main kitchen at St Peters.
 - The siren on the ring doorbell will be activated if indoors.

Designated Lockdown Leader:

- A senior staff member will be responsible for coordinating communication and actions during the lockdown.

Visual Aids:

- Lockdown procedure posters in all rooms.

External Communication (Parents/Guardians):

Emergency Contact List:

- Ensure up-to-date contact information for all parents/guardians.

Nursery App:

- Provide a brief, reassuring message confirming the lockdown and indicating that children are safe.
- Avoid providing specific details that could compromise security.
- Send a mass text or email to parents/guardians, informing them of the lockdown and requesting they do not come to the nursery until further notice.

Phone Calls (When Appropriate):

- Only make individual phone calls when absolutely necessary, to avoid overloading phone lines.
- Designate a staff member to handle parent phone calls.

Designated Parent Information Point (After Lockdown):

- Once the lockdown is lifted, a designated location where parents can collect their children and receive information will be created.

Emergency Services:

- Designated staff members will communicate with police/emergency services.
- Provide accurate and timely information.

Communication Procedures:

Initial Lockdown Notification:

- The designated signal is activated.
- Staff immediately implement lockdown procedures.

During Lockdown:

- Staff focus on maintaining a calm and reassuring environment for children.
- Staff communicate updates and instructions via internal channels.
- External communication is limited to essential updates.

Lifting the Lockdown:

- Clear signal to indicate the lockdown is over.
- Staff provide reassurance and support to children.
- Communication with parents/guardians is initiated.

Post-Lockdown:

- Debriefing for staff to review the incident and identify areas for improvement.
- Provide parents/guardians with information about the incident and any necessary support.
- Consider providing age appropriate information to the children.
- Inform Ofsted and Local Authority

Key Messages:

During Lockdown:

- "The nursery is currently in lockdown. All children are safe and secure."
- "Please do not come to the nursery until further notice."
- "We will provide updates as soon as possible."

After Lockdown:

- "The lockdown has been lifted. All children are safe."
- "Please come to [designated location] to collect your child."
- "We appreciate your understanding and cooperation."

Training and Drills:

- Conduct regular lockdown drills with staff and children (age-appropriate).
- Provide staff with training on communication protocols and lockdown procedures.
- Review and update the communication plan regularly.

Considerations:

- **Accessibility:** Ensure communication is accessible to parents/guardians with disabilities or language barriers.
- **Confidentiality:** Maintain confidentiality regarding sensitive information.
- **Emotional Support:** Provide emotional support to children and staff after a lockdown.
- **Technology Failures:** Have backup plans in case of technology failures.
- **Regular reviews:** Review this plan regularly, and after each drill, and after any real world event.