

Egerton Nursery & out of School Club

Lock Down Policy



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Document History

Author	Kerry Hurst
Role	Manager
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Version History

Version	Date	Changes
1	10/05/2021	New Policy
2	02/05/2022	See highlighted

List of Abbreviations Used

RO	Responsible Officer
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Lock Down Policy

Lock down procedure.

We will use the lock down procedure when the safety of the children and staff is at risk and we will be better placed inside the current building, with **any** doors and windows locked and blinds/curtains drawn.

We will activate this emergency procedure in response to a number of 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 **setting**)
- An intruder on the **site** (with potential to pose a risk to staff and children in setting)
- 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 **setting** – as long as it is safer staying in the premises than leaving. (Lockdown in this scenario would be implemented in line with advice from the Fire Rescue Service, taking into account the balance of risk between staying in place and evacuating)

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

Bell being rung.

All individuals (including children) will remain in the area they are in, if safe to do so.

If the children are outside, staff are to promptly and calmly direct children into the building, if this will not endanger them. This will probably be Reception classroom.

Staff will make efforts to close and lock doors wherever safe to do so.

All individuals will keep away from the windows and doors and children will be occupied in the wet play part of the room, so they are not placed at risk or are able to see any situation developing outside.

The manager will ensure all children, staff and visitors are accounted for and safe. The manager will take the handset & mobile phones to keep up to date with the current situation via updates.

The manager or RO on duty will manage the situation dependant on the situation and the information available.

If the **setting** is in immediate danger of an intruder, the police will be called as a matter of urgency. In other cases where the situation has been alerted by the police or local area authority then the **setting** will await further instructions.

Once the all clear has been given externally the manager will issue the all clear internally.

After this time the staff will try to return to normal practice to enable the children not to be disrupted or upset by the events.

Any children showing worries or concerns will have one to one time with their key person to talk about these.

Parents will be informed about the situation at the earliest safest opportunity and will be kept updated when the information changes.

After the event a post-incident evaluation will be conducted to ensure that each child and staff member was supported fully, and the procedure went as planned.

In addition the relevant authorities will be informed and an incident report will be completed and submitted.

Any amendments to Risk assessments or Policies will also be made.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>21.01.2021</i>		<i>05.05.2023</i>