



## **Lock Down Policy and Procedures**

### **Aim**

As part of our Health and Safety policies and procedures Alfresco Childcare has a Lockdown Policy and procedure.

On very rare occasions it may be necessary to seal off the childcare facility so that it is not able to be entered from the outside. This will ensure that children, staff, parents and family who live on the premises and visitors are safe in situations where there is a hazard in the childcare grounds or outside the childcare facility in the near vicinity.

Our aim is to implement a lockdown of the whole nursery when there is a serious security risk of the premises due to various circumstances for example, bomb threats, dangerous dogs, serious weather conditions, unauthorised person entering with weapon or intending to cause harm/damage, chemical spillage or any other suspicious activity.

### **Notification of Lockdown**

In the nursery staff will be notified by the lock down procedures, which will immediately take place on hearing the alert, which will be a whistle blown in two sharp blasts. In the forest, the leader will also sound the whistle in the same way indicating all children to stop and follow direction.

The internal phone system will also be used by any staff member or family member living on the premises who will alert the forest pre-school with the phrase "lock-down, lock-down", to ensure they are aware of the situation. The person responding will reply "lock-down", put down the phone and immediately start lock down procedures. On receipt of any threat 999 will be called to report it immediately.

### **Procedures:**

1. The agreed signal will activate a process of children being ushered into a place of safety. The pre-school children will abandon the forest immediately to the house if there is time. If children and staff are in imminent danger they will move into the lodge, lock the doors from the inside and lie low – out of sight of the windows and doors. A roll call will be taken for all staff and children.

For the nursery children the main house will be locked down immediately and children ushered upstairs and into a room with the door closed. All doors will be locked and bolted. A roll call will be taken for all staff and children.

2. At the given signal the children remain in their designated areas and the staff will ensure the windows and doors are closed and locked and screened where possible and children are positioned away from possible sightlines from external windows and doors. Any lights will be turned off or dimmed.

### **NO ONE SHOULD MOVE ABOUT DURING THE LOCK PROCEDURES.**

3. Staff will support children in keeping calm and quiet.



4. Staff will remain in lockdown positions until informed by key staff e.g. Senior Management that all is clear.

5. As soon as possible after the lockdown, all staff will return to their main work area and conduct a roll call and notify the Manager immediately of any pupils/staff not accounted for.

#### **Staff Roles:**

1. Pre-school staff to ensure all children evacuate as soon as possible with as little disruption as possible. Mobile phones should be taken with them and a register of children in the pre-school.

2. Nursery staff to ensure all children evacuate upstairs out of sight of windows/doors with as little disruption as possible. Curtains can be used to shield children from window sight and lights switched off or dimmed.

3. Staff will be responsible for ensuring all main doors and windows are locked.

4. Catering Staff to lock back door to kitchen and turn off lights.

**INDIVIDUAL STAFF CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCKDOWN WITHOUT PRIOR AGREEMENT OF THE MANAGEMENT BEFORE LEAVING.**

#### **Communication with parents**

If necessary parents will be notified as soon as it is practical to do so via telephone or email system.

Depending on the type and severity of the incident, parents may be asked NOT to collect their children from Alfresco as it may put them and their child at risk.

Pupils will not be released to parents during a lock down.

Parents will be asked not to call us as this may tie up emergency lines.

If the end of the day is extended due to the lock down, parents will be notified and will receive information about the time and place children can be picked up.

A letter to parents will be sent home at the earliest opportunity, following any serious incident, to inform parents of the context of the lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

#### **Lockdown drills**

Lock down practices will take place a minimum of once a term to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and debriefed to staff so improvements can be made.