

Lockdown policy

Policy statement

Merry Kidz day nursery recognizes the potentially serious risk to children, staff and visitors in emergencies or harmful situations. We will use the lockdown procedure when the safety of the children and staff is at risk and we will be better placed inside the current building, with doors and windows locked and blinds drawn.

A lockdown may take place where there is a perceived risk of threat to children, staff and visitors, for example:

- A report incident or disturbance in the local community (with potential to pose a risk to staff and children in the nursery).
- An intruder on site.
- Work is being received regarding environmental risk locally.
- A major fire or explosion in the vicinity of the nursery- if it is safer staying in the premises than leaving.
- In instances where personnel, students, volunteers or staff from within the setting become a threat to the well-being of others.

Procedures

- In the event of an incident requiring “Lockdown” the person witnessing the incident must alert other staff to the danger using their whistle. If possible, the manager should be made aware of situation, and they will determinate the risk and need for “Lockdown” and contact emergency crevices.

- In the event of partial lockdown 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.
- In the event of full lockdown management of the situation will depend in the circumstances presented: remain calm, move slowly, obey instructions, do not provoke an incident.
- A lockdown will be initiated by a recognizable signal of whistle blows followed by the word “lockdown” being shouted amongst staff.
- All children, staff and visitors will remain in the room they are in, if safe to do so. Otherwise, everybody will gather in the “Happy feet 1” room. When the children are gathered, they should be seated on the floor away from the doors and windows with the door bolted from the inside. Lights should be turned off.
- Staff must try to ensure (as best as possible) children are kept calm and as quiet as possible, engaged in a quiet activity or game. Do not allow anyone out of the room during a lockdown procedure in any circumstances.
- Parent/ carer will be informed about the situation at the earliest safest opportunity and will be kept updated when the information changes.
- Once all clear has been given externally the manager will issue all clear internally. After this the staff will try to return to normal practice to enable the children the children not to be disrupted or upset by the events.
- After the event a log will be made of the incident with a post- incident evaluation conducted to ensure that each child and staff member was supported fully, and the procedure went as planned.
- Ofsted and the Local Authority will be informed within 24 hours of the incident occurring.

Lockdown drills.

We hold lockdown drills once a term and record the following information about each lockdown drill:

- The date and time of the drill.
- Number of adults and children involved.
- How long did it take to enter the safe space.
- Person in charge of the drill.
- Whether there were any problems that delay entry.
- Any further action taken to improve the drill procedure.

