

# Emergency Lockdown & Intruder Policy



## Policy

At Tiny Oaks Day Nursery, our safe word is 'Peanuts'

An emergency lockdown response plan can assist with potential threats posed to the safety of our employees & customers.

The senior team will ensure that all staff members understand when and how the lockdown procedure will be implemented. Depending on the circumstances, either a partial lockdown or full lockdown procedure will be implemented. The nursery manager will take all factors into consideration when deciding whether to partially or fully lockdown the nursery.

The partial lockdown procedure is a precautionary measure but puts the nursery in a state of readiness should a situation escalate. It will be used in the event such as, but not limited to, the following:

- A local risk of air pollution
- A civil disturbance in the local community with the potential to pose a risk to the nursery.

The full lockdown procedure will be used in the event of, but not limited to, the following:

- An intruder on the nursery site
- The close proximity of a dangerous animal.
- Bomb threat
- Terror related incident
- Escalated civil disturbance (including violent protests, looting)

## Procedure

Lockdown arrangements should be determined on an individual basis, as they will be dependent to a large extent on local circumstances such as premises design and layout of the environment and resources available.

It is recognised that each lockdown will differ and therefore each setting has a clear and concise plan that is specific to that nursery. The plan must dictate exactly how an individual nursery responds to those situations identified, for example:

- Access to the nursery bell controls to raise an alarm in an emergency

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- A safe word in order to cascade the alert
- Means of external communication.
- Other means of internal communications - messenger, two-way radios, mobile phone, use of tablets etc
- Nursery site plan e.g. the layout of buildings and size
- Geographical location - urban/rural, presence of secure perimeter fence
- Formalised plan of suitable lockdown spaces.

## Partial Lockdown

In a partial lockdown staff and children should remain in the building and all doors leading outside should be shut and locked.

No one should be allowed to enter or leave the building. However, teaching and work may continue as usual. This may be as a result of a reported incident/civil disturbance in the local community with the potential to pose a risk to staff and children in the nursery. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

- All outside activity to cease immediately, staff and children to return to building. (There needs to be a means of communicating the alert to duty staff at break times)
- All staff and children to remain in building and external doors and windows locked
- Free movement may be permitted within the building dependent upon circumstances
- In the event of an air pollution or chemical, biological, or radiological contaminants issue, air vents, fans, heating and air conditioning systems should be closed or turned off
- Use anything to hand to seal up all the cracks around doors and any vents into the room - you aim to minimise possible ingress of pollutants
- Staff should await further instructions

All situations are different. Once all staff and children are safely inside, senior staff/management will conduct an ongoing and dynamic risk assessment based on advice from the Emergency Services.

A 'partial lockdown' may also be a precautionary measure but puts the nursery in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

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Emergency Services will advise as to the best course of action in respect of the prevailing threat.

## Full Lock down

In a full lockdown staff and children will remain in the building and all doors leading outside will be shut and locked.

No one must enter or leave the building and teaching and work must cease immediately.

- The nursery must establish communication with the Emergency Services as soon as possible
- As soon as a member of staff identifies the requirement for an emergency lockdown, it is their duty to ensure that the lockdown procedure is started immediately.
- Staff are alerted to the activation of the plan by a recognised signal or safe word, audible throughout the nursery.
- The use of the fire alarm should be avoided to reduce the incorrect response to an incident
- Those using the outdoor learning environment should be brought inside as quickly as possible
- Those inside the nursery should proceed directly to the nearest lockdown space.
- All external doors and as necessary, windows are locked (depending on the circumstances, internal doors may also need to be locked wherever possible)
- Furniture and equipment must be used to barricade doors with immediate risk.
- Blinds/curtains drawn and windows on internal doors covered (if possible)
- Staff should keep calm and reassure the children
- Staff and children must not leave their lockdown space until it is confirmed it is safe to do so.
- If it is necessary to evacuate the building, the fire alarm should sound.
- Ensure procedures are in place for members of staff who do not have a regular base room
- Ensure visitors/volunteers/temporary staff are included in your nursery lockdown plan
- Establish an official lockdown termination announcement/signal so that all staff know that it is authentic.
- Areas in the nursery that cannot be effectively locked down should be identified and the lockdown procedures should include instructions on removing

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staff and children from these areas to a place of safety (i.e. toilets/outbuildings)

- The Director should be notified when safe to do so.

Due to the fast-moving nature of incidents that require lockdown it is important that all staff are able to act quickly and effectively. Staff should have clear roles and responsibilities and it is of vital importance that the nursery's lockdown procedures are familiar to members of the senior management team and nursery staff. Depending on their age, children should also be aware of the plan. Regular practices will increase their familiarity.

Staff's understanding should be regularly checked with regular training refreshers. A lockdown drill should be undertaken at a minimum of every three months or when a significant change to the nursery layout or change to the staff team has occurred to monitor the effectiveness of the arrangements. Parents too should know that the setting has a lockdown plan and that it will be regularly tested. However, it is not advisable to share the setting's full lockdown plan.

## Emergency Services

It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds. The nursery site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the lockdown.

## Linked Policies

Notifications to Ofsted Policy

<i>This policy was adopted on</i>	<i>Signed on behalf of the nursery</i>	<i>Date for review</i>
<i>16/1/2023</i>	<i>m khaira</i>	<i>16/01/2024</i>