



LOCKDOWN EMERGENCY POLICY

Halstead Nursery recognises the potentially serious risks to children, staff and visitors in the event of an emergency or harmful situation. A lockdown may take place where there is a perceived threat to the safety of the children, staff, visitors or setting premises. Our lockdown procedure will only be used in the event of a direct threat to the nursery or the school (of which the nursery premises form part) or in the immediate area surrounding the nursery.

Our Lockdown procedure:

- (1) If we are aware of the issue first, our Manager (or Deputy Manager in her absence) will immediately notify the other staff members and the school via the office telephone. If the school is aware of the situation first, it will make contact with us via the office telephone.
- (2) If appropriate, and possible, the Manager (or Deputy Manager in her absence) will notify the Management Committee chairperson by telephone.
- (3) Once notified, other staff members will quickly gather the children and walk them towards the kitchen/adult bathroom to put everyone out of sight. Both rooms (if needed) will be used as safe places, starting with the kitchen. A staff member in each area will lock the door once everyone is safely inside.
- (4) Our Manager (or Deputy Manager in her absence) will immediately lock the music room door that leads to the playground, re-enter the nursery, lock the inner door, collect the nursery phone and register whilst ensuring everywhere is clear of children and staff. They will then lock themselves in the office.
- (5) Once locked in the office, our Manager (or Deputy Manager in her absence) will dial 999, ask for the Police, explain the situation and then follow the instructions given if we have commenced the lockdown. If not, the school will call 999 as part of their procedure and we will be advised what we need to do via the school office.
- (6) The staff will attempt to keep the children as quiet and calm as possible until the situation is over.
- (7) Staff will remain in their locations until they are advised by our Manager (or Deputy Manager in her absence) that it is safe to come out.

After the threat to our safety has passed:

When we are completely sure that the threat is over, we will leave our safe places and staff will continue with our activities as far as possible whilst our Manager (or Deputy Manager in her absence)

- (1) Telephones/send a text to the parents/carers and the Chairperson (if not already contacted) to inform them of the incident. This will be followed by a letter to parents at the end of the nursery day giving full details of the situation.
- (2) Records the incident in full - procedure followed, times etc. in our Incident book.

As soon as conveniently possible thereafter, the staff team will evaluate the procedure used and, if thought necessary, make changes to the procedure for future times. All staff will be notified in writing of any changes made.

This Policy was adopted by Halstead Nursery on

Signed on behalf of the Management Committee by

MICHELLE HUGHES – CHAIRPERSON

Date to be reviewed 01.09.2018