



Lockdown Policy

	Date	Date	Date
Revision History	01/09/2019		

EYFS Requirements:

From 3.76.Providers must hold the following documentation: ...a daily record of the names of the children being cared for on the premises, their hours of attendance and the names of each child's key person

Policy Statement:

Lockdown procedures should be seen as a sensible and proportionate response to any external incident which has the potential to pose a threat to the safety of children and adults in the setting. Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident or disturbance in the local community (with the potential to pose a risk to children and adults in the setting)
- An intruder onsite (with the potential to pose a risk to children and adults in the setting)
- A warning being received regarding an environmental risk locally, of air pollution (smoke plume, gas cloud etc)
- A major fire in the vicinity of the setting
- The close proximity of a dangerous animal

Lockdown Procedure

1) Partial lockdown

PARENTS:

SHOULD NOT CONTACT THE SETTING DURING LOCKDOWN AS THIS COULD BLOCK TELEPHONE LINES THAT ARE NEEDED FOR CONTACTING EMERGENCY SERVICES

SHOULD NOT COME TO THE SETTING DURING LOCKDOWN AS THIS MAY PLACE THEMSELVES AND OTHERS IN DANGER

SHOULD WAIT FOR THE SETTING TO CONTACT THEM ABOUT WHEN IT IS SAFE FOR THEM TO COME AND COLLECT THEIR CHILD

- A partial lockdown is a precaution aimed to keep children and staff safe while remaining indoors. This may be as a result of a reported incident/civil disturbance in the local community with the potential to pose a risk to children and staff in the setting. It may also be as a result of a warning being received regarding the risk of air pollution, etc. In a partial lockdown staff and children should remain in the building and all doors leading outside should be locked. No-one should be allowed to enter or leave the building; however the setting can continue as usual.

What usually happens during partial lockdown?

- All outside activity to cease immediately, children and staff return to building using the walkie talkies. All staff and children should remain in the building and external doors and windows should be 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 issues, all the cracks around doors and any vents into the room should be sealed up or covered to aim to minimise possible access points of pollutants

2) Full lockdown

This signifies an immediate threat to the setting and may be an escalation of a partial lockdown

Immediate action

- All children and staff should return to/stay in the building
- External doors should be locked
- Internal doors might be locked (where a member of staff with a key is present)
- Lock windows, draw blinds and curtains, cover internal door windows (so an intruder cannot see in)
- Staff and children to sit quietly out of sight and where possible in a location that would protect them from harm such as gunfire (bullets go through glass, brick, wood and metal). Consider locations behind substantial brickwork or heavy reinforced walls.
- Turn off lights, computer monitors
- Turn off mobile phones (or at the least turn onto silent so they cannot give away your position)
- A register should be taken and headcount completed of all staff and children at the setting
- Children should not be released to parents during a lockdown and staff should not leave the premises unless instructed to do so

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- All staff have been told to be vigilant and if they see something which is likely to cause harm to immediately shout "LOCK DOWN, LOCK DOWN, LOCK DOWN" so that everyone can hear, alerting staff outside by using the setting walkie talkies and shouting the alarm call. Count the children as they come inside, checking the total with the register. Immediately check in the garden if any children are found to be missing.
 - On hearing this alarm call all staff to bring registers and setting telephones and guide children and any visitors to the main hall by the stage. Staff ensure that Little Owls free flow door is locked, that the Owlets garden door is locked and that the front door is locked and bolted. Then...
 - One member of staff immediately counts the children/ staff and check against totals in register. If a child or staff member is missing the manager (or senior staff member in her absence) to search in the building and bring them back to the hall as quickly and quietly as possible.
 - One member of staff ensure divide into Owlets room is closed and the door into the main hall is closed so children are not visible to anyone outside.
 - One member of staff to go through area behind the stage to ensure that the separate access door to the Frank Goddard room is locked (this is done as part of daily risk assessment).
 - Remaining staff sit with the children to help keep as calm and quiet as possible.
 - **TURN LIGHTS OFF AND KEEP THE GROUP AS QUIET AS POSSIBLE**
 - A senior member of staff to ring 999 to report the incident and follow their instructions
 - If a group are on an outing when the incident occurs, a staff member to telephone them to tell them NOT to return to the nursery until the all clear has been given. If it is safe to do, the group should stay where they are e.g. in the library/church. If they are on their way back to the nursery, to stop and go back to the venue and stay there until advised otherwise. The staff on the outing to ring the police for advice. On being told to do so by police, the staff will contact the parents and notify them of the incident. If safe to do so, we would suggest to parents to collect their children from the venue. If not, we would remain there until it was safe to leave and return to OBVNS.
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- We would remain in the hall until told otherwise by the authorities, supporting the children and each other, for as long as necessary (mattresses and blankets are located in the cupboards)
 - We would remain within the building (not venturing into either the front or back garden) until the all clear has been given by the authorities.

- On being told to do so by the police, we would email or use Family to contact parents to notify them of the incident. The OBVNS telephone would be manned to receive incoming calls

What we do to reduce the risk of someone entering the building to cause harm

- At least one member of staff is located in the hallway during busy drop-off and collection times
- The front door is locked after these busy time and parents ring the bell for entry. There is a coded entry system as well as two internal sliding bolts.
- The two doors to the gardens are always locked when the children are not outside.
- Parents sign the safety policy before their child joins the setting
- We have a password and ask for a description of anyone collecting a child who we haven't seen before
- Parents told to inform us if anyone other than themselves are collecting/dropping off
- Parents wait in lit foyer so are visible if it is getting dark (although setting closes at 3pm).

After lockdown has taken place

- A communication will be sent to parents as soon as possible following any serious incident to inform parents of context of lockdown.
- Following the need for lockdown, the setting management will create a full record of the event. Policies and procedures will be reviewed as soon as possible to identify any areas for potential development.
- A notification of significant incident will be made to Ofsted within 14 days (preferably as soon as possible after the incident).
- PLEASE NOTE: Staff will practise this termly but we will not be practising with the children as we feel this could cause them undue stress