

Emergency Lockdown Policy

Introduction

Little Learners Day Care recognises the potentially serious risks to children, staff and visitors in emergency or harmful situations. A lockdown may take place where there is a perceived risk of threat to the setting, its children, staff and visitors, for example:

- A reported incident or disturbance in the local community
- An intruder on site
- A warning being received regarding an environmental risk locally
- A major fire in the vicinity
- The close proximity of a dangerous animal

Procedures

A lockdown will be initiated by a member of staff shouting Lock down 3 times. member of staff to gather all the children together as quickly as possible (and take them inside the building as necessary). There are two types of lockdown:

Partial Lockdown

A partial lockdown is a precaution aimed to keep children and staff safe while remaining indoors.

- 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.

Full Lockdown

- All staff calmly move the children into Bunnies and close and barricade the internal door. The kitchen upstairs has access to drinking water, food, a first aid box, and the toilet, nappy changing area and telephone.
- Headcount the children in your care, alerting the manager if any are missing
- Cover the window and external door with the blinds and put paper up in the conservatory windows
- Make the kitchen safe by locking away cleaning products etc
- Remain inside the Bunnies area until the manager deems the premises as safe
- Attempt to keep the children as quiet and calm as possible until the dangerous situation is over

Manager:

- The Manager or Deputy Manager will immediately call 999

- Assign the management of the children in your care to another member of staff, Deputy manager or 3rd in charge.
- Collect the first aid box, IPAD, and contact information
- Sweep through the building to check for children or visitors left behind
- Secure all external windows and doors and close the curtains
- Turn off lights, computer monitors and put smartphones on silent
- Remain inside the Bunnies area until a member of the police deems it safe to come out

Once the danger has passed:

- When completely sure that the danger is over, leave the Bunnies area and continue activities as far as possible
- Manager to telephone all parents (if not already contacted) and inform them of the incident
- Send a letter to parents to inform parents of the context of the lockdown in more detail
- Records will be made of the event and actions taken
- Ofsted and the Local Authority will be informed within 24 hours of the incident occurring

LOCKDOWN DRILLS

We hold lockdown drills once a year and record the following information about each lockdown drill on The Nursery in a Box System

- The date and time of the drill.
- Number of adults and children involved.
- How long it took to enter the Bunnies area
- Whether there were any problems that delayed entry.
- Any further action taken to improve the drill procedure

Policy written by Vicky George Manager and Gemma Lihou Deputy Manager on 6th September 2022

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