



Kiddie Kapers Neighbourhood Nursery

Lockdown Policy and Procedure

At Kiddie Kapers Nursery the potentially serious risk to children, staff and visitors in emergency of harmful situations.

A lockdown may take place where there is a perceived risk of threat to the nursery, its staff, children, visitors or property.

Where possible, the nursery will act to ensure the safety of all personnel in the setting in the following situations:

- If an unauthorised person(s) is dangerous and is in the nursery or children grounds.
- In instances including domestic breakdowns where estranges parties are attempting to abduct children.
- In instances where personnel, students, volunteers or staff from within the setting become a threat to the well-being of others.
- In emergency situations within the environs of the setting or children centre where there is potential risk from spills or poisonous fumes.

A lockdown will be initiated by administration staff ringing each room and saying our safe word which all staff are aware of.

When lockdown is finished administration staff will verbally inform each room.

Practices and Procedure

*Follow the **CLOSE** Procedure*

Close all windows and doors

Lock up

Out of sight and minimised movement

Stay silent and avoid drawing any attention

Endure. Be aware that you may be in Lockdown for some time.

The following steps provide guidelines for staff, students and visitors in an emergency situation:

1. On being informed of the lock down the Business Manager/Nursery Manager / Business Support or deputy will call for assistance – 999
2. Once alarm is activated, immediately advise the Children Centre on 03000 418800 (For Kiddie Kapers) of the emergency including details of what is happening, where and who is involved.
3. Instruct children to sit on the floor in the designated area and keep them calm. If anyone is outside call them in. Collect register and carry out a head count immediately.
4. Staff will lock the doors and draw blinds on all windows.
5. Supervise, ensuring everyone remains out of sight and are sitting quietly.
6. Admin will send out an email to parents if close to pick up or drop off time to make them aware of situation and to not come to the nursery until they hear it is safe to do so. (This has already been written and is always ready to send to each family). This can be done from one of the safe areas.
7. No one should be allowed out of the room or safe area during a lockdown procedure.
8. Remain in lockdown until the all- clear has been given and normal situation reassumes. Admin will inform all room that the lockdown is over.

Go In, Stay In, Tune In

Local industrial accidents e.g. a factory fire with hazardous fumes may also necessitate sheltering inside the nursery building. All doors and windows should be kept shut and appliances such as air conditioning switched off. The emergency services and/or local authority will give the all clear. Information may also be broadcast on local radio or television.

Evacuation

Some examples of circumstances when it may be appropriate to evacuate a building area include fire, bomb threats, gas or chemical leaks, explosion or substantial damage to the building.

Internal Threat Response

1. The staff member or designated adult will inform the emergency services and inform staff to leave via the nearest exit and go to designated site.
2. Do a head count immediately. Ensure children remain out of sight and sit quietly.
3. Remain in lockdown until the all clear message is given.

At no time will staff attempt to physically remove an unwanted visitor.

Staff will follow the directives of Police as instructed or requested.