



# Schoolroom Two

## Montessori Nursery



### 8.11 Lockdown Policy and Procedure

At Schoolroom Two we recognise 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 nursery.

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

- In the event that unauthorised person(s) considered dangerous on nursery grounds.
- In instances including domestic parties are attempting to abduct children.
- In instances where staff, students or volunteers from within the setting become a threat to the well-being of others.
- In emergency situations there is potential risk from spills and poisonous fumes from within the setting.
- A reported incident or disturbance in the local community
- A major fire in the vicinity
- The close proximity of a dangerous animal.

### PROCEDURES

Lockdown procedures will be practiced annually so that staff and children are familiar with them. A lockdown will be initiated by a member of staff blowing the whistle 3 times to gather all of the children together as quickly as possible (and take them inside the building as necessary). There are two types of lockdown:

During a Lock – Down we will follow the **CLOSE** procedure:

- Close all the windows and doors
- Lock up
- Out of sight and minimise movement
- Stay silent and avoid drawing any attention
- Endure. Be aware that you may be in lockdown for some time.

### 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

1. On hearing the lock down signal the Nursery Manager & Acting Deputy Manager will call for assistance – 999. If the Manager is absent the Deputy Manager will take charge.
2. In the event of a building lock – down, it is mandatory that all children and staff remain in the room. If children and adults are out in the garden then they need to move inside. If necessary we will go to the cloakrooms & close the door

3. Close windows and blinds in the rooms and lock the door, if possible. Managers are responsible for ensuring that doors are locked.
4. Collect first aid box, register, phone, water & snacks
5. Turn off the lights and electrical devices.
6. Position the children against the wall or behind tables in the most non – visible corner, seated.
7. Take a complete roll of everyone in the room.
8. Remind everyone to remain quiet.
9. No one is to leave the room during the lock down.
10. Remain in this position until the “All clear is announced”

Once the danger has passed:

- When completely sure that the danger is over, leave the kitchen 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

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

## Message to Parents

If an incident occurs at school which requires us to invoke this procedure we request that parents do not come to school to collect your child and refrain from phoning school as we will only respond to emergency services until we get the ‘all clear’. As soon as we get the ‘all clear’ we will contact parents.

This policy was adopted by

On

Signed on behalf of the provider

Schoolroom Two

January 2020



Name of signatory

Janet Jakeman

Role of signatory (e.g. chair, director or owner)

Principal