

The Willow Nursery

Lockdown Policy

Rationale

As part of our Health and Safety policies and procedures the nursery has a Lockdown Policy. On very rare occasions it may be necessary to seal off the nursery so that it is not able to be entered from the outside. This will ensure that children, staff and visitors are safe in situations where there is a hazard in the nursery grounds or outside the nursery in the near vicinity.

A lockdown is implemented when there is a serious security risk of the premises due to, for example, near-by chemical spillage, proximity of dangerous dogs, serious weather conditions (high winds with a risk of tree damage) or attempted access by unauthorised persons intent in causing harm/damage and bomb threats or suspected terrorist activity.

NaCTSO (National Counter Terrorism Security Office)

Guidance in January 2016,

NaCTSO provided the following advice to leaders of nurseries and other Educational Establishments for Reviewing Protective Security.

Bomb threats

Procedures for handling bomb threats:

Most bomb threats are made over the phone and the overwhelming majority are hoaxes, made with the intent of causing alarm and disruption. Any hoax is a crime and, no matter how ridiculous or unconvincing, must be reported to the police.

Be alert, but not alarmed!

On receipt of a "bomb threat"

1. Dial 999 and police will respond.
2. You should always consider their advice before a decision is taken to close or evacuate.
3. Notification of Lockdown -Staff will be notified that lockdown procedures will immediately take place on hearing "Lockdown" which will be given verbally by any member of staff. Then state the nature of the lock down (intruder- police advice- external threat-

Lockdown for all threats including bomb threat

Procedures: -

1. Shout "**Lockdown**": This signal will activate a process of children being ushered into the hall, as quickly as possible, if they are outdoors.
2. **Assembly point by toilets in main hall, do headcount (register) and take all phones (mobile and landline phone) and PCs.**
3. All doors to the outside will be locked.
4. At the given command the children remain in the hall and the staff will ensure the windows and doors are closed/locked and screened where possible and children are positioned away from possible sightlines from external windows/doors. We will congregate towards the back of the room so children have access to toilets. Lights to be turned off.
5. All visitors on site will also join the children and staff in the hall. Remain calm. Do not have conversations about the incident in front of the children.

NO ONE SHOULD MOVE ABOUT THE NURSERY

5. Staff to support children in keeping calm and quiet.
6. Staff to remain in lockdown positions until informed by key staff that there is an all clear.

Staff Roles:

1. Admin office staff ensure that their office is locked and police called if necessary. Admin staff then move to hall.
2. Nursery entrance **must not** be opened until we have the all-clear from the emergency services.

INDIVIDUAL STAFF CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCKDOWN

Communication with parents

- If necessary parents will be notified as soon as it is practical to do so via the nursery's established communication network - website/ parent mail/ group text

- Depending on the type and severity of the incident, parents may be asked NOT to collect their children from nursery as it may put them and their child at risk.
- Pupils will not be released to parents during a lockdown.
- Parents will be asked not to call the nursery as this may tie up emergency lines.
- If the end of the day is extended due to the lock down, parents will be notified and will receive information about the time and place pupils can be picked up from staff or emergency services.
- A letter to parents will be sent home as soon as possible following any serious incident to inform parents of the context of the lockdown and to encourage parents to reinforce to their children the importance of following procedures in these very rare circumstances.

Lockdown drills and lockdown practices will take place a minimum of once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and debriefed to staff so improvements can be made.

Additional information

Guidance on receipt of a bomb threat

<http://www.cpni.gov.uk/security-planning/business-continuity-plan/bomb-threats/>