

1. Introduction

'Lockdown' procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and children in the setting. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all children, staff and visitors.

'Lockdown' procedures may be activated in response to any number of situations, which may include:

- A reported incident/civil disturbance in the local community (with the potential to pose a risk to staff and children in the setting);
- An intruder on the setting site (with the potential to pose a risk to staff and children);
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc.) or chemical, biological or radiological contaminants;
- A major fire in the vicinity of the setting;
- The close proximity of a dangerous dog/animal roaming loose.

2. 'Lockdown' Alert

The nominated Lockdown Manager at the setting is the **Beckie Combes, manager** or appropriate deputy **Karen Holloway** or **Melanie Probee**. They will initiate, manage and conclude the 'lockdown'. They will also communicate with the emergency services. The role and responsibilities of the Lockdown Manager are recorded in Appendix 1.

The fire alarm will **not** be used to alert staff of the need to 'lockdown' to avoid potential confusion. If the fire alarm sounds during a 'lockdown' it is to be ignored unless smoke or flames are directly visible and pose an immediate threat to your location.

3. Lockdown Arrangements

3.1 Partial Lockdown

Staff will be alerted by Code word

In a partial 'lockdown' staff and children must remain in the setting building and all doors leading outside must be locked. No one can be allowed to enter or leave the building; however, the normal daily routine should continue as usual if practicable to do so. This may be as a result of a reported incident/civil disturbance in the local community with the potential to pose a risk to staff and children in the setting, but whereby that risk is not immediate. It may also be as a result of a warning being received regarding the risk of air pollution, etc. especially any warning from the emergency services.

Immediate action

- All outside activity to cease, children and staff return to the building.
- All staff and children remain in the building and all external doors and windows to be locked shut, other than those as designated emergency exits.
- Free movement may be permitted within the building dependent upon circumstances.

- In the event of air pollution, chemical, biological or radiological contaminants issue, air vents, fans, heating and air conditioning systems must be closed or turned off.
- Use anything to hand to seal up all the cracks around doors and any vents into the room – your aim is to minimise possible ingress of pollutants.
- Staff should await further instructions.

All situations are different. Once all staff and pupils are safely inside, senior staff will conduct an ongoing and dynamic risk assessment based on any advice received from the Emergency Services.

Communication during a 'partial lockdown' will be via the settings email system, internal phone system or direct communication from the Lockdown Manager.

A 'partial lockdown' may also be used as a precautionary measure; putting the setting into a state of readiness (whilst retaining a degree of normality) should the situation escalate.

Emergency Services will advise as to the best course of action in respect of the prevailing threat.

Staff and children remain in 'lockdown' until it has been lifted by the Lockdown Manager or senior member of the emergency services.

3.1 Full 'Lockdown'

Staff will be alerted by Code word

This signifies an immediate threat to the setting and may be an escalation of a partial 'lockdown'. The aim of a full 'lockdown' is for the setting and its rooms to appear empty.

Immediate action

- All children/staff to stay in their room or move to the nearest secure room;
- Office staff should remain in their office;
- All outside activity to cease, children and staff return to the building or exit the site and proceed to **Bosham Primary School**;
- External doors locked. Classroom doors locked (where a member of staff with a key is present) or barricaded;
- Windows locked, blinds drawn, internal door windows covered (so an intruder cannot see in);
- Children and staff to sit quietly out of sight and where possible in a location that would protect them from gunfire, bullets can go through glass, brick, wood and metal. Consider locations behind substantial brickwork or heavy reinforced walls;
- Lights, smartboards and computer monitors turned off;
- staff mobiles to be set to silent with no vibrate;
- A register to be taken of all children and staff in each classroom/office;
- Communicate register of staff and pupils to the Lockdown Manager;
- Staff should await further instructions.

During the 'lockdown', staff will keep agreed lines of communication open but not make unnecessary calls as this could delay more important communication. Staff are not to use the settings email system or internal phone lines as these may not be secure.

Staff and children remain in 'lockdown' until it has been lifted by the Lockdown Manager or senior member of the emergency services.

4. Unsafe Areas (if applicable)

The following areas must not be used during a lockdown and should be evacuated as they cannot be secured:

- **Stay inside the locked building unless it is not safe to.**

5. Communication with Parents and Carers

The 'lockdown' manager will inform parents and carers that the setting is in lockdown via **telephone or email**, the below template may be used:

'Ladybird Montessori Nursery is in a lockdown situation. During this period phones will not be answered, all doors are locked and nobody can enter or leave the site. We are working to ensure the safety of all our children. **DO NOT** come to the setting until the incident has been resolved. We will keep you informed as best we can.'

During a 'lockdown' no members of the public will be allowed into the setting and parents/carers will be told not to travel to the setting.

All staff, children and visitors to the setting will not be allowed to leave the setting until the lockdown has been declared over.

Parents and carers must not try to contact the setting during the 'lockdown'.

Children will not be released to parents or carers until the incident has been declared over by the Lockdown Manager or senior member of the emergency services.

6. Appendix 1 –Roles and Responsibilities

Lockdown Manager

This should be the setting manager or a designated member of the senior leadership team. A deputy Lockdown Manager should be designated in case the Lockdown Manager is not on site at the time a lockdown is declared.

- Alert all staff and pupils of the need to 'lockdown' the setting.
- For partial 'lockdowns' this will be achieved via **Codeword** and for full 'lockdowns' this will be via **Codeword**.
- Inform emergency services immediately.
- Inform parents/carers via the **email or telephone**.

- Ensure communication networks with all key staff are established.

Room based staff

- Lock all external doors and windows.
- If full lockdown secure all internal doors – lock or barricade.
- Close and secure all windows.
- Close all curtains or blinds.
- Ensure children are in a safe place in the room i.e. sheltered by a substantial wall away from doors and windows.
- Ensure you have a means to communicate with the lockdown manager.

Office Based and Site Staff

- Ensure all entrances are locked and secured.
- Close and secure all windows.
- Turn off all IT equipment.

All other staff

7. Appendix 2 – Overview Sheet

Ladybird Montessori

'Lockdown' Action

In the event of an incident requiring you to take shelter, stay indoors in the room you are in or if you are outside or not in a room go to the nearest room.

Appendix 3 – Communication Flow Cha

Dear Parents and Carers,

Re: Emergency Lockdown Procedure

Our primary aim as an early years and childcare setting is the safety and wellbeing of the children, to support us in achieving this we have many policies in place, including how we would respond to a potential incident either in the community or directly affecting the setting.

One of these policies is our 'Lockdown' procedure', the aim of this policy is to support our staff in safeguarding children from a variety of potential hazards that may arise, these include:

1. A reported incident, disturbance in the local community;
2. An intruder on the site;
3. A warning being received regarding a local risk of air pollution (smoke plume, gas cloud etc.);
4. A major fire in the vicinity of the setting;
5. The close proximity of a dangerous dog.

Our procedure aims to minimise disruption to the learning environment whilst ensuring the safety of all children and staff.

In the event of an emergency that requires the setting to be locked down the following actions may be taken, please note this is not an exhaustive list and is being provided as a summary only, exact actions will be dependent on the incident:

- Staff will ensure all children are inside the setting building and lock any outside doors and close any windows that may be open;
- If children are outside, staff will bring them back into the building;
- A register will be taken and any child not present will be notified to senior staff who will arrange a search for the missing child;
- Site and office staff will ensure all external doors are secured and closed;
- Emergency services will be notified;
- A message will be sent to parents and carers via our normal systems to advise of the emergency;
- Children will not be released from the setting until the all clear is given;
- Parents/carers **must not** try to contact us or come to the setting until the all clear has been given. This can both block essential routes of communications and disrupt the emergency services.

We will shortly be carrying out an emergency drill with the staff and children to ensure that everyone is clear on what they have to do.

In the unlikely event that we have to put this process into action we need to ensure that parents are aware of the arrangements, as outlined above.