

Lockdown Procedure: Nursery

Rydes Hill Pre-Prep and Nursery recognise the potentially serious risks to children, staff and visitors in the event of an emergency or harmful situation. A lockdown may take place where there is a perceived threat to the safety of the children, staff, visitors or setting premises. Our lockdown procedure will only be used in the event of a direct threat to the nursery or the school, or in the immediate area surrounding the school.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- 1) A reported incident/civil disturbance in the local community (with the potential to pose a risk to the school);
- 2) An intruder on the school site (with the potential to pose a risk);
- 3) A warning being received regarding a risk of air pollution (smoke plume, gas cloud etc);
- 4) A major fire in the vicinity of the school;
- 5) A bomb threat in the vicinity of the school.

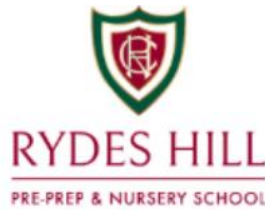
The lockdown procedure will be practiced annually to ensure that all staff and children are familiar with the procedure.

A lockdown will be initiated by the recognisable sound an airhorn followed by an email to all staff. A member of staff in each room must respond to the email to confirm that they have noted the setting is in lockdown.

Procedure

The following steps provide guidelines for staff, children and visitors in a lockdown situation:

- A lockdown will be initiated by the recognisable sound an airhorn followed by an email to all staff. A member of staff in each room must respond to the email to confirm that they have noted the setting is in lockdown.
- Staff will guide all children into their classrooms quickly and calmly. In Pips, Seeds and Acorns, the children will be gathered in their individual classrooms. In Oaks, the children will be gathered in their individual classrooms but if the children have been playing outside in the playground at the time a lockdown is signalled, the children will all be gathered in the downstairs Oaks classroom.
- Each room leader will complete a sweep of the area to ensure no-one has been left behind.



- Staff will lock the external doors and any lockable internal doors. All windows will be secured and blinds closed where they exist. Lights will be turned off.
- When the children are gathered, they should be seated furthest away from the doors and windows.
- Staff will do a head count immediately which is logged on the Famly app.
- Staff must try to ensure (as best as possible) children are kept calm and quiet. Staff will try and keep children engaged in a quiet activity or game.
- Do not allow anyone out of the room during a lockdown procedure in any circumstances.
- Staff can communicate by all recognisable forms of communication in the setting including walkie talkie, telephone and email. The manager will ensure all children, staff and visitors are accounted for and safe before returning to the office to keep up to date with the current situation via updates.
- The manager on duty will manage the situation dependant on the situation and the information available. If the nursery is in immediate danger of an intruder, the police will be called as a matter of urgency. In other cases where the situation has been alerted by the police or local area authority, the nursery will await further instructions.
- All will remain in lockdown until the all-clear has been given by the emergency services (if in attendance). If the emergency services have not attended, the Nursery Manager will check the environment is safe by completing a dynamic risk assessment before giving the all-clear internally.
- After the event, the Nursery Manager will complete a Lockdown Report Sheet to ensure that each child and staff member was supported fully, and the procedure went as planned.

In the Event of a Real Lockdown

- Parents will be informed of the incident via both ParentMail and Famly to provide accurate information about the lockdown, the “all clear” status and any ongoing support or resources available.
- Ofsted (0300 123 1231) and Surrey CC (notified via the A E O / A S O or if unavailable the SCC Emergency Management Duty Officer- 0345 600 9009) will be informed within 24 hours of the incident occurring.