**Lock Down Policy**

**Lock Down Procedure**

We will use the lock down procedure when the safety of our children and staff is at risk and we will be better placed inside the current building, with doors and windows locked.

We will activate this emergency procedure in response to a number of situations, but some of the more typical might be:

* A report of an incident or disturbance in the local community (with potential to pose a risk to all in the nursery)
* An intruder in the nursery site (with potential to pose a risk to staff and children
* A warning being received regarding a risk locally, or air pollution (smoke plumes, gas cloud etc)
* A major fire or explosion in the vicinity of the nursery – as long as it is safer staying in premises then leaving.

Upon alert to Lockdown

* Stay calm
* Staff member in charge blows three short sharp whistles (lockdown call)
* Ensure staff and children stay in designated areas.
* If children are outside, they will be brought inside. Stay in the room you are in. Secure all doors and windows and await further instructions.
* Stay away from windows and doors
* Keep low to the ground

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 dependent 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 then the nursery will await further instructions.

Once it is given all clear externally the manager will issue all clear internally. After this time, the staff will try to return to normal practice to enable the children not to be disrupted or upset by the events.

Any children showing worries or concerns will have one to one time with their key person.

Parents will be informed about the situation at the earliest opportunity by text message and will be kept updated when the information changes.

After the event a post-incident evaluation will be conducted to ensure that each child and staff member was supported fully, and the procedure went as planned. Medical care will be supplied if required.