

# Wonderland Day Nursery and Pre-School

# The Old School,

# Gundry lane,

# Bridport

# Dorset

# DT6 3RL

# Telephone: 01308 421731

# Registered with Ofsted Reg no 139373

# Email: wonderlandnursery@tiscali.co.uk

Lock Down Policy

**Lock down procedure**

We will use the lock down procedure when the safety of the 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 staff and children in the nursery)
* An intruder on the nursery site (with potential to pose a risk to staff and children in nursery)
* A warning being received regarding a risk locally, of 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 the premises than leaving.

In this case the staff will be notified by the following action:

**Whistle Blown – one long blow**

All individuals (including children) will remain in the area they are in, if safe to do so. If the children are outside, staff are to promptly and calmly direct children into the building, if this will not endanger them. Staff will make efforts to close and lock doors wherever safe to do so.

All individuals will keep away from the windows and doors and children will be occupied in the centre of the room so they are not placed at risk or are able to see any situation developing outside.

The manager will ensure all children, staff and visitors are accounted for and safe before returning to the office area 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 then the nursery will await further instructions.

Once the all clear has been given externally the manager will issue the 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 to talk about these.

Parents will be informed about the situation at the earliest safest opportunity 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.

The whistle is used during emergency drills regularly and for the children to practice stopping what they are doing and listening to the adult immediately. Therefore the whistle being used should not cause alarm to the children as it has become familiar but act as a sign that it is time to stop and listen to the adult right away.

In the event of an adult entering the building who seeks to gain access to a child, such as an unauthorised person coming to collect, or a parent with which there is a no contact order in place, the following procedure must be applied:

* A senior member of staff must answer the door to all unknown visitors and the visitor must not be allowed access to the room until their intentions have been established and relevant checks have been made. i.e. ID checks, passwords gathered, parents contacted.
* With regards to a parent coming to collect a child who has a no contact order in place, the manager should be called who will discuss the situation with them, outside of the room.
* If the visitor becomes agitated or aggressive, they will be asked to leave immediately, or the police will be called.
* Throughout this time, the doors to the rooms should remain locked to prevent access being gained through force and to prevent the child inside the room seeing the person outside, whom they are likely to know.
* A code word will be used between staff members to signal that the doors must remain locked until further notice.
* Should the member of staff dealing with the situation require the police to be called, a further code word is used to signal to the member of staff within the rooms to action the lock down procedure and to call the police.

Policy reviewed March 2019