

# Blackhall Nursery

## Emergency Lockdown procedure

### Introduction

The lockdown procedure will be implemented when the safety of children, staff and others on the premises are at risk and staff judge that we are safer situated inside the building with doors and windows closed and locked.

This emergency procedure may be activated in response to a number of situations, but some of the more typical might be:

- A reported incident or disturbance in the local community (with potential to pose a risk to children and staff in the Nursery)
- An intruder on site
- A warning being received regarding a localised risk of air pollution (smoke, gas etc)
- A major fire or explosion near the Nursery – (as long as it is safer staying in the premises than leaving)

### Procedure

Staff on duty will be informed either face to face or via walkie talkie.

Children who are outside will be directed into the building. Staff will make efforts to close and lock doors where it is safe to do so.

All children and adults will be kept away from windows and adults will support the children to continue to play calmly and quietly.

If the threat involves risk of harm from people outside staff will cover the windows and keep children in the cloakroom area, away from windows and doors.

The manager, or person in charge will ensure that all children and adults are accounted for and manage the situation depending on what is happening and the information available. Possible responses may include shelter in place, call emergency services etc.

Families will be alerted at the earliest possible opportunity and kept updated of changes to the situation using Class Dojo and / or the Text Local system.

Once the all clear has been given externally the manager or person in charge will issue the all clear. Staff will support children to return to normal practice and give them time to discuss worries or concerns that may have occurred.

### Review

After the event a review will be carried out and the procedure changed as required. The Chair of the Nursery Board and the Care Inspectorate will be informed.

Should the press / journalists ask for comment or information this should be referred to the Manager or Chairperson. No member of staff should give any comment.