

# TOAD HALL NURSERY LTD

EDNEY'S HILL, WOKINGHAM, BERKSHIRE. RG41 4DS

## Lock Down Policy and Procedures

Adopted July 2020

As part of our Health and Safety policies and procedures the nursery has a Lockdown Policy. On very rare occasions it may be necessary to seal off the nursery so that it is not able to be entered from the outside. This will ensure that pupils, staff and visitors are safe in situations where there is a hazard in the nursery grounds or outside the nursery in the near vicinity. A lockdown is implemented when there are serious security risks of the premises due to, for example, near-by chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons intent in causing harm/damage.

NaCTSO (National Counter Terrorism Security Office) **\*\*Guidance\*\***

In January 2016, NaCTSO provided the following advice to leaders of schools and other Educational Establishments for Reviewing Protective Security.

**Bomb threats: Procedures for handling bomb threats**

Most bomb threats are made over the phone and the overwhelming majority are hoaxes, made with the intent of causing alarm and disruption. Any hoax is a crime and, no matter how ridiculous or unconvincing, must be reported to the police.

Be alert, but not alarmed!

On receipt of a "bomb threat" - Dial 999 and police will respond. You should always consider their advice before a decision is taken to close or evacuate.

Notification of Lockdown Staff will be notified lock down procedures are to immediately take place on being alerted. The internal phone system will also be used by office staff who will inform adults by stating ' ATTENTION LOCK DOWN'

**Procedures:**

1. These signals will activate a process of children being ushered into the nursery building if on the playgrounds as quickly as possible and the locking of the main doors and all outside doors where it is possible to remain safe.
2. At the given signal the children remain in the room they are in and the staff will ensure the windows and doors are closed/locked and screened where possible and children are positioned away from possible sightlines from external windows/doors. Lights, Smart boards and computer monitors to be turned off.
3. Children and staff not in the rooms for any reason will proceed to the nearest occupied room and remain with that class e.g. staff using toilets when alerted.
4. If practicable staff should notify the office by phone that they have entered lock down and those children not accounted for. **NO ONE SHOULD MOVE ABOUT THE NURSERY**
5. Staff to support children in keeping calm and quiet.
6. Staff to remain in lockdown positions until informed by key staff e.g. Senior Management Team that there is an all clear.
7. As soon as possible after the lockdown staff return to their base rooms and conduct a roll call and notify the office immediately of any children not accounted for.

#### Staff Roles:

1. Office staff ensure that their office(s) are locked, and police called if necessary.
2. Manager locks the nursery's front doors and entrances.
3. Site Manger to head to Office/ Back gate to Nursery.
4. Individual staff lock/close classroom door(s) and windows. Nearest adult to check exit doors in all room.

INDIVIDUAL STAFF CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCKDOWN WITHOUT PRIOR AGREEMENT OF THE MANAGEMENT TEAM BEFORE LEAVING

#### Communication with parents

- If necessary, parents will be notified as soon as it is practical to do so via the nursery's established communication network - website/ Group Call / telephone
- Depending on the type and severity of the incident, parents may be asked NOT to collect their children from nursery as it may put them and their child at risk.
- Children will not be released to parents during a lock down.
- Parents will be asked not to call nursery as this may tie up emergency lines.
- If the end of the day is extended due to the lock down, parents will be notified and will receive information about the time and place children can be picked up from office staff or emergency services.
- A letter to parents will be sent home as the nearest possible day following any serious incident to inform parents of context of lockdown and to encourage parent to reinforce with their children the importance of following procedures in these very rare circumstances.

Additional information Guidance on receipt of a bomb threat <http://www.cpni.gov.uk/security-planning/business-continuity-plan/bomb-threats/>

#### Bomb threat checklist

<http://www.cpni.gov.uk/documents/posters%20and%20checklists/bomb-threatchecklist.pdf?epslanguage=en-gb>