



Lock Down

Date: 06/04/23

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Lock Down Procedure

Rationale

As part of our Health and Safety policies and procedures PlayDay 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 school grounds/nursery or outside the school 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, the proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons intent in causing harm/damage.

Notification of Lockdown

Staff will be notified that lock down procedures via telephones.

Procedures:

1. These signals will activate the process of children outside being ushered into the nursery building from outside as quickly and calmly as possible. All doors will be locked from the inside.
2. At the given signal the children and escorted upstairs and the staff will ensure that windows and doors are closed/locked and screened where possible and children are positioned away from possible sightlines from external windows/doors. Lights, and computer monitors are to be turned off if possible.

NO ONE SHOULD MOVE ABOUT THE NURSERY

3. Staff are to support children in keeping calm and quiet.
4. Staff are to remain in lockdown positions until informed by key staff in person e.g., Senior Management Team, that there is an all clear.
5. As soon as possible after the lockdown practitioners will return to downstairs and conduct a roll call and notify the manager immediately of any pupils not accounted for.

Staff Roles:

1. Person noticing a serious security issue must initiate the Lockdown Procedure.
2. The manager to collect the staff signing in/out book if safe to do so and call the police if necessary.
3. Adults are too/ lock/close classroom door(s) and windows. Nearest adult to check exit doors.

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

Communication with parents

- If necessary, parents will be notified as soon as it is practical to do so
- 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.
- Pupils will not be released to parents during a lock down.
- Parents will be asked not to call the 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 pupils can be picked up from.
- A letter to parents will be sent home as soon as possible following any serious incident to inform parents of the context of lockdown and to encourage parent to reinforce with their children the importance of following procedures in these very rare circumstances.

Lockdown drills

Lock down practices will take place a minimum of once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and debriefed to staff so improvements can be made.

Bomb Threat

Recent events have shown that the threat of violence can easily arise from both terrorists and those with malicious intent. To counter this the nursery has in place a set of procedures for dealing with such threats.

The threat

The most likely threat to the nursery is from someone with a desire to disrupt the running of the school rather than from a terrorist organisation wishing to cause an outrage by exploding a bomb on the premises. **Unfortunately, this cannot be assumed and all threats, however outlandish they may appear, must and will be taken seriously.**

Sources of threat

Telephone calls

The most common form of notification of a bomb is that of a telephone call from the organisation concerned. If the nursery receives such a call, then the Immediate Actions listed below should be carried out.

Packages

Causes for concern could be packages delivered to the nursery. Equally unidentified packages left on the premises may give cause for concern. In all cases staff should not hesitate to question why the package is there and should equally not hesitate to carry out the Immediate Actions if their concerns are not IMMEDIATELY allayed.

Vehicle bombs

It is highly unlikely that a car or other vehicle bomb would be used against our nursery, but in such an event the Police should be notified immediately. Details required by the Police will include the registration number and description of the vehicle.

Immediate actions in nursery hours

The following actions will be taken in the event of a threat occurring during the nursery day:

1. Evacuate the nursery using the fire evacuation procedure. Any evacuation route should avoid passing the location of the suspect package. As soon as the roll call is complete, walk the children to Caversham Primary School in an orderly manner.
2. If the roll call is incomplete, one or two volunteer members of staff will search for the missing pupils or adults, whilst other staff will move the remainder of the children to designated area.
3. Ensure that **no** packages, bags, or other possible bombs are removed during the evacuation **unless** staff are **positive** that the item has been in their **personal possession** since leaving home that morning.
4. Call the Police and give as many details as possible, using the aide memoir below.
5. Under no circumstances are children or staff to re-enter the school once everyone has been accounted for until the Police confirm that it is safe to do so.

Immediate actions out of school hours

If a key holder is made aware of a bomb threat, then they must inform the Police immediately. Equally, if the Police are made aware of a possible threat to the nursery, they will inform one of the key holders. Under no circumstances should a key holder or staff member carry out a search.

Bomb threat aide memoir

Telephone calls

Start the evacuation during the call if there is another person present to do this.

Think about the call:

- Did the caller use a codeword – the Police have access to the current list and can verify if it is a genuine codeword or a hoax
- Content of the call – location of bomb, time of detonation
- Was the caller male or female
- Did they have a pronounced accent?
- Background noises
- Reason for the call

Time permitting, try 1471 and see what number is returned!

Packages and vehicles

If you are suspicious – **DO NOT TOUCH OR HANDLE, THE PACKAGE IN ANY WAY.**

Unfortunately, it is often the touch or feel of the package that gives rise to suspicion. If you have inadvertently picked up the package, place it gently onto a firm surface where it can be clearly seen by Bomb Disposal Officers and **LEAVE THE ROOM IMMEDIATELY.**

When contacting the Police tell them:

- Who you are and your job title?

- Where you are calling from and the phone number
- Why you are calling

Telephone threat

Give all the information you have gleaned from the call

Packages & vehicles

- Where the package is (details of location) and why you are suspicious of it
- Package size/bulk, appearance, smell and greasy marks, visible features (wires etc),
- address to? postmark
- Is recipient a likely target
- When was the package found, and was any warning given?
- Who found it
- What precautions are being taken

Remember where the package is because the Police will want to examine the package, even if only from a distance! When moving the children into the safe areas, try to minimise exposure by moving along a route, which does not go past the package.