



Lock Down Policy

Dell Cottage Day Nursery lock-down policy aims to ensure that all children, staff and Nursery users remain in a safe and secure location in the event of a possible personal/building threat and that the exposure to danger and possible risk of harm are minimised.

Procedures

- In the event of a critical incident requiring 'Lock Down', the person witnessing the incident must try to notify the Setting Manager to raise the alarm.
- The Setting Manager will determine the risk and need for a 'Lock Down'.
- The Setting Manager (or delegated person) will call the police, if required, whilst the Setting Manager support staff will announce 'Lock Down' or a suitable phrase.
- All children, staff and Nursery users will remain in the areas they are in, if safe to do so, or move as necessary eg; move nursery children inside if there is a stranger on the premises.
- Staff members will make safe efforts to close and lock the doors to the Nursery and keep the children safe inside. Keys to the doors will be kept on hooks behind them, in case of such an incident occurs. Or safety locks are in place.
- All lights are to be turned off. Staff must try to ensure children and pre-school users are kept calm and as quiet as possible. Windows and blinds to be closed if necessary.
- A register/head count should be taken at this time. Others may need to take sanctuary in different rooms from their own.

- If the alarm is raised during home/arrival times everyone is to be directed to their room inside the setting as long as it is safe to do so.
 - If children are outside playing, staff are to promptly direct children into the building, if it is safe to do so.
 - All Clear Signal will be signalled by the Setting Manager informing all concerned once any incident is over.
 - A roll call should be taken in each area after any movement of rooms.
 - Everyone should remain in their own room and the Setting Manager will decide if it is necessary to congregate together in the area in the car park away from the nursery at any time.
- *An emergency plan will then be followed to log the incident, inform relevant authorities, parents etc and investigate the incident.

Dell Cottage Day Nursery will carry out an annual drill to highlight any issues and review the policy. This will be done in a suitable way for the age of children involved to not cause any alarm.