



01 Health and Safety Procedures

01.19 Terrorist threat/attack and lock-down

Most procedures for handling an emergency are focussed on an event happening in the building. However, in rare situations you will be advised to stay put (lock-down) rather than evacuate. 'Lock-down' of a building/group of buildings is intended to secure and protect occupants in the proximity of an immediate threat. A lock down is executed when there is a serious safety risk for the premises, for example a chemical spillage, proximity of dangerous animals or attempted access by unauthorised persons intent in causing harm/damage. By controlling movement in an area, emergency services can contain and handle the situation more effectively.

- ❖ The manager assesses the likelihood of an incident happening based on their location.
- ❖ The manager will check our police website for advice and guidance.
- ❖ Local police contact numbers are clearly displayed for staff to refer to.
- ❖ Staff rehearse simple 'age appropriate' actions with the children such as staying low to the floor, keeping quiet and listening to instructions in the same way that fire procedures are practised. Lock-down must be rehearsed and recorded yearly.
- ❖ The manager is aware of the current terrorist alert level, as available at www.mi5.gov.uk/threat-levels.
- ❖ We follow any additional advice issued by the local authority.
- ❖ Emergency procedures are reviewed and added to if needed.
- ❖ Information about this procedure is shared with parents and all staff are aware of their role during 'lockdown'.
- ❖ A text/phone message is issued to parents when lockdown is confirmed.

Suggested wording for parent message

Due to an incident we have been advised by the emergency services to secure the premises and stay put until we are given the 'all clear'. Please do not attempt to collect your child until it is safe to do so. We will let you know as soon as we are able to when that is likely to be. In the meantime we need to keep our telephone lines clear and would appreciate your cooperation in not calling unless it is vital that you speak to us.

Lock-down procedures

If an incident happens the manager acts quickly to assess the likelihood of immediate danger. In most cases the assumption will be that it is safer to stay put and place the setting into 'lockdown' until the emergency services arrive. As soon as the emergency services arrive at the scene staff comply with their instructions.

During 'lock-down'

Staff will be notified that lock down procedures are to be taken immediately - by shouting "LOCKDOWN"

Follow the **CLOSE** procedure

- ❖ Close all windows, blinds and doors
- ❖ Lock up
- ❖ Out of sight & minimise movement
- ❖ Stay silent and avoid drawing attention
- ❖ Endure, be aware you may be in lock down for some time.

The process will be activated and the children will be ushered into the building as quickly as possible and the outer doors locked. Gates will be locked if it is possible to remain safe.

Depending on the nature of the lock down, the children will remain in the room they are in and the staff will ensure the windows and doors are locked. The children need to be positioned away from possible sightlines from external windows/doors. Lights and computer monitors to be turned off. Mobile phones are put on silent mode. Staff and children stay in their designated areas if it is safe to do so and encouraged to stay low and keep calm.

- ❖ Staff tune into a local TV or radio station for more information.
- ❖ Staff do NOT make non-essential calls on mobile phones or landlines.
- ❖ If the fire alarm is activated, staff and children remain in their designated area and await further instructions from emergency services, unless the fire is in their area. In which case, they will move to the next room/area, following usual fire procedures.

The door will not be opened once it has been secured until the manager is officially advised "all clear" or is certain it is emergency services at the door.

During lockdown staff do NOT:

- ❖ travel down long corridors
- ❖ assemble in large open areas
- ❖ call 999 again unless there is immediate concern for their safety, the safety of others, or they feel they have critical information that must be passed on

Staff Roles

1. Nursery Manager and deputy need to ensure that the police are called if necessary.
2. Nursery Manager or deputy to undertake a register

3. Individual staff to close doors and windows.
4. Nearest adult to check exit doors.
5. Keys for the front door need be easily and quickly accessed.

Following lockdown:

- ❖ Staff will cooperate with emergency services to assist in an orderly evacuation.
- ❖ Staff will ensure that they have the register and children's details.
- ❖ Staff or children who have witnessed an incident will need to tell the police what they saw. The police may require other individuals to remain available for questioning.
- ❖ In the event of an incident it is inevitable that parents will want to come to the setting and collect their children immediately. They will be discouraged from doing so, until the emergency services give the 'all clear'. Staff will be always acting on the advice of the emergency services.
- ❖ 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 the children can be picked up from.

Recording and reporting

- ❖ The manager reports the lockdown to their line manager as soon as possible. In some situations, this may not be until after the event.
- ❖ A record is completed as soon as possible.
- ❖ A letter to parents will be sent home on the nearest possible day following any serious incident to inform parents of the context of the lock down and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

Further guidance

Members of the public should always remain alert to the danger of terrorism and report any suspicious activity to the police on 999 or the anti-terrorist hotline: 0800 789 321.

For non-emergency, call the police on 101.

This policy was adopted by

Abinger Common Nursery

On

March 2024

Date to be reviewed

March 2025

Signed on behalf of the provider



Name of signatory

Mrs Emma Powell

Role of signatory (e.g. chair, director or owner)

Nursery Chair Person