



'LOCK DOWN' & CRITICAL INCIDENT POLICY

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INTRODUCTION

Charters Ancaster Nursery and Forest School recognise the potentially serious risks to children, staff and visitors in emergency or harmful situations. A lockdown may take place where there is a perceived risk of threat to the Nursery, its staff, children, visitors or property. Where possible, the Nursery will act to ensure the safety of all personnel in the setting in the following situations:

The risk of an incident happening in our area is unlikely but we still need to have procedures in place in case an incident occurs.

In light of recent national emergencies and possible security threats, the Nursery has produced guidelines to help ensure the safety of children, parents and staff in the event of a local threat or emergency situation which may result in our setting being placed into 'lockdown'.

Most of our existing procedures for handling an emergency situation involve evacuation of the premises and focus on an event happening in one of the buildings.

However, in some situations, it is likely that staff in the Nursery will be advised to stay put (lockdown) rather than evacuate the premises.

In the event of an incident, a 'lockdown' of a building or buildings, is an emergency procedure to secure and protect occupants near an immediate threat.

By controlling movement in an area, emergency services can contain and handle the situation more effectively.

Lockdown procedures will be practised at least twice a year to ensure that staff and children are familiar with them. Staff will be informed prior to practice so if the signal is given without warning it would mean there was a real emergency.

WHEN WOULD LOCKDOWN TAKE PLACE?

Lockdown would be instigated if the following situations arose:-

1. An intruder/s is on the nursery site (with the potential to pose a risk to staff and children in the nursery).
2. In instances, including domestic breakdowns, where estranged parties are attempting to abduct children.
3. In instances where personnel, students, volunteers or staff from within the setting become a threat to the well-being of others.
4. A reported incident/civil disturbance in the local community (with the potential to pose a risk to staff and children in the nursery)
5. A warning being received regarding a risk locally of air pollution (smoke plumes, Gas clouds etc)
6. A major fire in the vicinity of the Nursery
7. In emergency situations within the environment of the setting where there is a potential risk from spills or poisonous fumes.
8. The close proximity of a dangerous dog or animal roaming loose
9. Bomb threat or terrorist attack

Bomb threat or Terrorist attack threat levels

Threat levels are designed to give a broad indication of the likelihood of a terrorist attack.

LOW means an attack is unlikely.

MODERATE means an attack is possible but not likely.

SUBSTANTIAL means an attack is a strong possibility.

SEVERE means an attack is highly likely.

CRITICAL means an attack is expected imminently.

In our area and situation we judge the threat level from a terrorist attack to be low, but incidents can happen, so we are taking steps to be prepared in order to plan for a 'critical incident' event and protect our children and staff.

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 calls to the police, call 101

Guidance for Senior Staff

- Check your police force website for advice about managing a range of issues that may be prevalent in your area. Make sure you have **local police contact numbers** clearly displayed for staff to refer to.
- With regard to terrorism alert levels check the current status on the [MI5 website](#).
- Follow any advice for managing emergency situations issued by your Local Authority.
- Review your existing emergency procedures and add to them if necessary. Give particular consideration to 'lockdown'.
- Share information with parents to advise them of the actions you will take in the event of a 'lockdown' and what they should do.
- Make sure all staff are aware of their role during 'lockdown'.

Lockdown procedures advice:-

Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

In the event of a Critical Incident/Emergency

If an emergency happens the setting manager will act 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 it is essential staff comply with instructions at all times. Lock-down must be rehearsed and recorded at least twice a year

The **Nursery's lockdown plan** is as follows: In the event of one of the incidents outlined the Nursery manager or member of the Management Team will be alerted by phone or in person immediately by a staff member and they will give the Alarm:

Alarm	
Signal for lockdown	<ul style="list-style-type: none">✓ Inside -3 long hand bell rings on pager phone system✓ Outside 3 long hand bell rings by senior staff✓ Or password phrase-'<i>Peanutbutter sandwiches for tea</i>'
Signal for all clear	<ul style="list-style-type: none">✓ Verbally from a senior staff member via walk round

Lockdown	All areas have at least 2 exits.
Little Buds/Big buds	In the back room of Big Buds, Keeping low down to avoid being detected through the window, sing gentle songs with the children to keep them calm.
Saplings	In the area outside of the classroom by the coat pegs. Away from windows, keeping low to the ground.
Twiglets	Under the star case, adjacent to the room. Keeping low to the ground.
Chestnuts	Between the front and back classrooms. In the area directly outside the back room door, Keeping still and quiet.
Sycamores	Corridor area outside of the sensory room. Keeping still and quiet.
Forest School/Willows	Towards the nature trail, behind the astroturf. *Parents are responsible for their children
Wallis Hall/Catkins	Back room, store room, kitchen area. *Parents are responsible for their children.
Astroturf	Keep close to the ground using equipment to shelter behind where available.
Office/Kitchen	Stay away from windows whilst co-ordinating lockdown procedures. Kitchen staff should use back door of kitchen at the bottom of stairs.
INITIAL RESPONSE TO LOCKDOWN	Tick/sign/time
<ul style="list-style-type: none"> ✓ Stay calm. ✓ Ensure all pupils are inside the nursery buildings. (Alternatively ask pupils to hide or disperse if this will improve their safety.) ✓ Classroom practitioners are responsible for their own class. ✓ Children to seek cover under their tables or hide in a place that is hidden from windows, if appropriate. 	
<ul style="list-style-type: none"> ✓ Ensure Chalet staff, Forest school staff and anyone in the Wallis Hall eg Toddler club are aware of 'Lockdown' 	
<ul style="list-style-type: none"> ✓ Lock/secure entrance points (eg doors, windows) Keep out of sight, close 	

blinds/curtains, turn off lights, stay away from windows and doors	
✓ Dial 999. Dial once for each emergency service that you require.	
<ul style="list-style-type: none"> ✓ Ensure people take action to increase protection from potential attack: Block access points (eg move furniture to obstruct doorways) Sit on the floor, under tables or against a wall. ✓ Once lock down is established, staff should notify the office immediately of any children not accounted for via class phones/pager or mobile phones if available. ✓ Management should instigate a search for anyone missing. 	
<ul style="list-style-type: none"> ✓ Ensure that pupils, staff, visitors are aware of an exit point in case a quick evacuation is required. ✓ If it is necessary to evacuate the building the fire alarm will sound as usual -a long ring. The usual fire procedure will then take place. 	
✓ If possible check for missing, injured children, staff and visitors	
✓ Remain inside until an all-clear has been given, or unless told to evacuate by a senior member of staff or the emergency services.	

THE LOCKDOWN PROCEDURE IN PRACTICE

Go In, Stay In, Tune In

Lockdown Drill

Follow the **CLOSE** Procedure.

1. **C**lose all windows and doors.
 2. **L**ock up.
 3. **O**ut of sight and minimise movement.
 4. **S**tay silent and calm and avoid drawing any attention.
 5. **E**ndure. Be aware that you may be in Lockdown for some time.
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1. Stay calm.
 2. Ensure staff and children stay in their designated areas. Stay in the room you are working in, Secure all doors and windows and await further instructions.
 3. Close curtains and blinds where possible.
 4. Stay away from windows and doors.
 5. Stay low and keep calm, it might be an idea to rehearse this with children in an age appropriate way, in the same way that you would rehearse fire evacuation.
 6. Tune into a local TV or radio station for more information.
 7. Do NOT make non-essential calls on mobile phones or landlines.

8. If the fire alarm is activated, remain where you are and await further instructions from emergency services unless the fire is in your area. In which case, move to the next room/area, following your usual fire procedures.

Be alert

- Do NOT open the door once it has been secured until you are officially advised 'all clear' or are certain it is emergency services at the door.
- (This is another element of 'lockdown' procedure that can be practised in an age-appropriate way with the children to avoid them becoming anxious when staff do not respond to the doorbell in the usual way.)
- Do NOT assemble in large open areas.
- Do NOT call 999 again unless you have immediate concern for your safety, the safety of others, or feel you have critical information.

Following the lockdown

1. Co-operate with the emergency services to help in an orderly evacuation.
2. Ensure you have access to an iPad/mobile which contains registers and contact details via the Family App
3. Any staff or children who have witnessed an attack or incident will need to tell the police what they saw.
4. The police may require other individuals to remain available for questioning.

Managing parents

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. Even then, depending on the severity and type of incident, children may need to be checked by medical teams or questioned by the police.

With regard to getting information to parents during 'lockdown', we will use the existing systems we have in place for sending group messages ie social media, Family App, emails.

The staff must make it absolutely clear to parents that the Nursery will be acting on the advice of the emergency services at all times.

Staff must discourage parents from ringing the Nursery directly for further updates during 'lockdown'; it will be vital that the phone lines remain clear.

Suggested wording for a message to parents:

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 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 absolutely vital that you speak to us.

The Nursery manager will notify Ofsted in the event of a 'critical incident.'

The following steps provide guidelines for our staff, students and visitors in an emergency situation:

1. On hearing the lockdown signal, the member of Management on duty will call for assistance using 999

Staff in the house will make sure the following entrances are locked:

- front outer door and internal hall door
- the back door(kitchen)
- the conservatory door.
- staff in rooms will lock their garden doors
- windows

Staff in the chalet will make sure the following entrances are locked:

- front doors
- office door
- the doors from classrooms to verandas
- windows

Catkins toddler group in Wallis Hall, the following will be locked: -

- Car park double doors
- Inner double doors
- Side door to garden
- Emergency exit through the classroom with sink
- windows

If children are in the garden, wooded area or at Forest school, they should be gathered together in a group as quietly and quickly as possible and then walked quickly to their designated safe space if safe to do so.

Staff in the house, chalet and hall must be aware that they may need to man the doors until the children are safely inside.

The staff with the children outside should inform room staff of their whereabouts and warn them that they may need entry to the building.

3. Three handbell rings will signal lockdown procedures to take effect immediately.

In the setting:

Upon hearing the Lockdown signal, these steps will be followed:

1. Staff to guide all children into the nearest building if playing outside if safe to do so. Staff to secure all windows and doors.
2. Check corridors and toilets for children.
3. Instruct children to move into the allocated safe space listed in the chart above. Keep calm and keep the children calm.
4. Collect first aid bag, and iPad to access registers and contact details via the Family App.
5. Once all are inside and locked down, do a head count immediately & call the register.
6. Inform the office of anyone missing.
7. Supervise, ensuring everyone remains out of sight and is sitting quietly.

8. No one should be allowed out of the room or safe area during a lockdown procedure.
9. Keep away from large open spaces.
10. Remain in lockdown until the all-clear has been given by the police.