**8.6 Emergency Lockdown Procedures**

## **Policy Statement**

Meadow Nursery School recognises 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.

A lockdown will be initiated by a member of staff setting off the dedicated alarm sound. All children in or out of the Nursery will assemble in the space between both the adult and children’s toilets. Staff will pull down blinds and move furniture to protect the children. This will be done as quickly as possible. The Manager or Deputy will immediately call 999 (or 101, Thames valley police) and if appropriate the Chairperson.

**Procedure**

* Staff will move the children out of sight to the space between the adult and children’s toilets.
* The manager/deputy will collect the register and phone.
* A member of staff will complete a head count of children whilst another member of staff quickly checks the premises for any other children.
* Staff will secure all windows and doors and close the blinds in the building.
* Everyone will remain out of sight until further instructions are received from the emergency services.
* The staff will attempt to keep the children as quiet and calm as possible until the dangerous situation is over.
* Once the danger has passed and the staff are completely sure that the danger is over, everyone will leave our safe place and continue activities as far as possible.
* The Manager/Deputy will phone the parents/carers and the chairperson (if not already contacted), to inform them of the incident.
* Records will be made of the event and actions taken will be recorded in our incident book.
* Ofsted and Early years will be informed within 24 hours of the incident occurring.

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| **This policy was adopted at a meeting of the**  **Meadow Nursery School Parents’ Association Committee** | |
| **Held on** | 31st March 2014 |
| **Policy reviewed** | March 2020 |
| **Date to be reviewed** | March 2021 |
| **Signed by Chair** |  |
| **Name** | Jo Hargreaves |
| **Signed by Nursery Manager** |  |
| **Name** | Debbie Hill |