



Charity Number: 1159631

### **Emergency Lockdown Procedures Policy**

Brockham Green Nursery 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, it's staff, children, visitors or property.

A lockdown will be initiated by a nursery member of staff blowing the whistle to gather all of the children together and take them inside the building as quickly as possible. The Nursery Supervisor or Evacuation Officers will immediately call 999 (or 101 Thames valley Police) and if appropriate the Chairman.

#### **Lockdown Procedures**

Staff will move the children out of sight to the Disabled toilet and store room (if required) and close the door taking the nursery mobile phone and register.

Evacuation Officers will complete a head count of children whilst the Nursery Supervisor quickly checks the premises for any other children.

Staff will secure all windows and doors and close the blinds in the hall.

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.

#### **When outside of the Nursery premises**

A safe word of 'Nursery Home' will be used if a suspicious person is spotted. Staff will gather children close and get to the nearest safe location such as Nursery, School, cricket Pavilion.

#### **Once the danger has passed**

When we are completely sure that the danger is over, we will leave our safe place and continue are activities as far as possible.

The Nursery Supervisor 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 file. Ofsted and Early Years will be informed within 24 hours of the incident occurring.

Review date – March 2025