



Tel. 07876 260780

Session times only

info@mvns.co.uk

www.mvns.co.uk

Milland Memorial Hall
Iping Road
MILLAND
Nr. Liphook
West Sussex
GU30 7NA

32. Lockdown Policy

We take the safety of our children and staff seriously. We take measures to ensure their safety in emergency situations.

32.1 Lockdown Policies: Lockdown emergencies

Lockdown procedures may be activated in response to any number of situations, which may include, but are not limited to:

- A reported incident/civil disturbance in the local community (with the potential to pose a risk to staff and children in the setting)
- An intruder on the setting site (with the potential to pose a risk to staff and children)
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc.) or chemical, biological or radiological contaminants
- A major fire in the vicinity of the setting
- The close proximity of a dangerous dog/animal roaming loose

32.2 Lockdown Policy: Lockdown Procedure

In the event of an emergency the lockdown procedure will be activated by the manager, or deputy manager.

The code word **CRUMPET** will be used to inform staff members that an emergency has arisen.

If children are on a walk in the local area this will be communicated via mobile phone, and they will return immediately to nursery. If the children are in Forest School or on the field this will be communicated via walkie-talkie.

Staff

1. Staff will calmly guide the children to our lockdown assembly point, located at the end of the hall, under the high windows, in front of the nursery cupboard.
2. Staff will remain with the children encouraging the children to be calm and quiet.
3. Staff will wait for further details from the manager or deputy manager.

Management

1. The manager or deputy will immediately call 999 if not already in contact with the emergency services.
2. The manager or deputy will ensure all doors and windows are closed and locked and curtains pulled.
3. The manager or deputy will collect the phone, register, and fire evacuation bag.
4. The manager or deputy will turn off lights, silence the phones, switch off iPad and laptops and one by one ask staff to ensure their personal devices are silenced/switched off.



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5. These tasks may also be delegated dependent on staff and ratios.
6. Register the children, staff and visitors.
7. Parents/carers will be notified as soon as appropriate via a group text message. Parent/carer contact detail are located on the register.

We will remain in lockdown until we have been cleared by emergency services. If we are in lockdown at the end of a session, children will not be released until we have been cleared by the emergency services contact.

A message along the following lines will be sent:

Milland Valley Nursery is in a lockdown situation. DO NOT come to the setting until the incident has been resolved. We will keep you informed as best we can.

32.3 Lockdown Policy: lockdown aftercare

1. Parents/carers are encouraged to come and talk to us about any concerns/questions that they had during the lockdown.
2. Children are closely monitored for the rest of the session and/or the following day
3. Their worries will be addressed in a calm and professional manor.
4. Staff are encouraged to seek support from their GP if they are having difficulties after the incident.

32.4 Lockdown Policy: Drills

1. Drills will be held once a term, conducted by the manager/deputy using non alarming scenarios.
2. Parents/carers will be notified of the drills.
3. Drills will be evaluated and amended as necessary after each drill.
4. Drills will be recorded on the register.

32.5 Lockdown Policy: Real Emergencies

1. Actual emergencies will be recorded and evaluated.
2. We reserve the right to send children home/close until further notice dependent of the lockdown circumstances.
3. OFSTED and the LA (Local Authority) will be notified of any lockdowns and closures.