



At Little Dreams Nursery, we take all reasonable steps to ensure the safety of children, staff, parents/carers and visitors on the premises. In the event of an emergency requiring a full lockdown, we will follow the lockdown procedure:

Lockdown procedure -

We will use the lockdown procedure when the safety of the children, staff, parents/carers and visitors on the premises is at risk and we are better placed inside the current building, with doors and windows locked and blinds/curtains closed.

We will activate this emergency procedure in response to several situations, but some of the more typical might be:

- A report of an incident or disturbance in the local community (with potential to pose a risk to staff and children in the nursery)
- An intruder on the nursery site (with potential to pose a risk to staff and children in nursery)
- A warning is being received regarding a risk locally, of air pollution (smoke plumes, gas cloud, etc.)
- A major fire or explosion in the vicinity of the nursery - if it is safer to stay in the premises than to leave.

In this case, the staff will be notified by **the prolonged blowing of a loud whistle**. All individuals (including children) will remain in the area they are in, if safe to do so. If the children are outside, staff are to promptly and calmly direct the children into the building, if this will not endanger them. Staff will make efforts to close and lock doors wherever safe to do so.

All individuals will keep away from the windows and doors, and children will come together in the centre of the upstairs flat living room, so they are not placed at risk or are able to see any situation developing outside.

The Manager / Director / Supervisor / Room Leader will ensure all children, staff, parents/carers and visitors are accounted for and safe before returning to the office area to keep up to date with the current situation via updates. The Manager / Director / the supervisor / Room Leader on duty will manage the situation depending on the information available. If the nursery is in immediate danger of an intruder, the Police will be called as a matter of urgency. In other cases where the situation has been alerted by the Police or local authority, then the nursery will await further instructions.

Once all clear has been given externally, the Manager / Director / Supervisor / Room Leader will issue all clear internally. After this time, the staff will try to return to normal practice to enable the children not to be disrupted or upset by the events. Any children showing worries or concerns will have a one-to-one time with their key person to talk about these.

Parents / Carers will be informed about the situation at the earliest and safest opportunity and will be kept updated when the information changes.

After the event, a post-incident evaluation will be conducted to ensure that each child and staff member was supported fully, and the procedure went as planned. The Care Inspectorate will be informed.