



## **Lockdown Policy and Procedure**

Although we live in an area that we should call safe, we feel that we need to be aware and to have an action plan of what to do if the worst happened.

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

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- \* A reported incident/civil disturbance in the local community (with potential to pose a risk to the children and staff at the setting)
- \* An intruder attempting to gain access to the setting (with potential to pose a risk to the children and staff)
- \* A warning being received regarding a risk locally of air pollution (smoke plume, gas cloud etc.)
- \* A major fire in the vicinity of the setting
- \* The close proximity of a dangerous dog roaming loose

### **Partial Lockdown**

#### **Alert to Staff: 'Partial Lockdown'**

Staff at Little Hens will be alerted to the activation plan through word of mouth to ensure the children aren't panicked in anyway.

- \* Children outside Little Hens will be ushered into the building as quickly as possible.
- \* All children will remain inside the building.
- \* All external doors and as necessary windows are locked (depending on the circumstances, internal doors may also need to be blocked)
- \* Once in lockdown mode, staff will ensure all children are accounted for. If a child is not accounted for by word of mouth the staff will investigate an immediate search for anyone missing.
- \* Staff will encourage the children to stay calm and keep them occupied
- \* As appropriate, senior staff members will establish communication with the Emergency Services.
- \* Parents/Carers will be notified as soon as it is practical to do so via telephone call/text (we will keep the mobile phone free and avoid anyone overhearing the conversation and causing panic)
- \* If it is necessary to evacuate the building, we will put in place our emergency evacuation procedure

It is vitally important that Little Hens lockdown procedures are familiar to all members of Staff, Children and Volunteers. Regular practices will be in place to familiarise the children with the procedure.

## **Full Lockdown**

### **Alert to Staff: 'Full lockdown'**

This signifies an immediate threat to Little Hens and may be an escalation of a partial lockdown.

### **Immediate Action:**

- \* All children return to one room.
- \* External doors locked. Internal doors locked and blocked.
- \* Windows locked, blinds/curtains drawn. Children will sit quietly out of sight under desks/tables
- \* Register taken
- \* Staff and children remain in lockdown until it is lifted by a senior member of staff/emergency services
- \* At any point during the lockdown, a whistle will be blown and a verbal message will be sent, via word of mouth or emergency internal phone, which is a cue to evacuate building. Our Emergency evacuation procedure will be actioned.
- \* During the lockdown, staff will keep the landline open, will not make unnecessary calls. The Nursery mobile phone will be used for essential communication.

### **Communication between parents/carers**

Little Hens lockdown procedures, especially arrangements for communicating with parents, will be routinely shared with parents/carers either by email, newsletters or our closed Facebook page.

In the event of an actual lockdown, any incident or development will be communicated to parents/carers as soon as it is practicable.

Parents/Carers should be given enough information about what will happen so that they:

- \* Are reassured that Little Hens understands their concern for their child's welfare, and that it is doing everything possible to ensure his/her safety
- \* Do not need to contact Little Hens. Calling the Nursery could tie up telephone lines that are needed for contacting emergency providers.
- \* Do not come to Little Hens. This could interfere with emergency provider's access to the site and may even put themselves and others in danger.
- \* Wait for Little Hens to contact them about when it is safe for them to come and collect their children, and there this will be from on site or surrounding area.

Parents/Carers (contacts) will be told:

**'Little Hens is in full lockdown situation. During this period the mobile number and entrances will be unmanned, external doors locked and nobody will be allowed in or out..'**

### **Emergency Services**

It is important to keep lines of communication open with the Emergency Services as they are best placed to offer advice as a situation unfolds. The school site may or may not be cordoned off by the Emergency Services depending on the severity of the incident that has triggered the Lockdown.

Emergency Services will support the decision of the Managers with regarding the timing of communication to parents.

In the event of a prolonged lockdown or more severe scenario, Cambridgeshire County Council has the capacity to provide humanitarian assistance by establishing a Reception Centre for friends and family outside or the cordoned area.

### **STAFF RESPONSIBILITIES DURING THIS PROCEDURE:**

#### **The Manager**

**Hannah Underwood – Collect Register and assist Children into safe area.**

**Jeanette Fenn – Ensure all rooms are empty and all children are in safe area.**

**All Staff – Help to get all children to safety and ensure they feel safe.**