



Lockdown Procedure

Why do Rainbow Nursery have a Lockdown procedure?

At Rainbow Nursery safeguarding is of paramount importance. Our Lockdown procedure ensures that we protect the children in our care if there are any internal or external incidents that may pose a threat to the safety of the children or the practitioners.

The lockdown procedure may be activated in response to the following:

- A reported incident/civil disturbance in the local community (with the potential to pose a risk to the children and practitioners at Rainbow Nursery)
- An intruder on the nursery premises (with a potential to pose a risk to children or practitioners)
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc.)
- A major fire in the vicinity of the nursery
- The close proximity of a dangerous dog roaming loose

What is the Lockdown procedure?

Partial Lockdown

This may be the result of a reported incident/civil disturbance in the local community. It may also be the result of a warning received regarding air pollution.

Full Lockdown

This signifies an immediate threat to the nursery and maybe an escalation of a partial lockdown

What would happen?

In the event of the nursery requiring to go into 'Lockdown' the following steps would be taken:

- The person who has taken the phone call or who has been alerted to the incident will ring the manager of each area of the nursery.
- They will state 'partial lockdown', or 'full lockdown' on the telephone – nothing else will be said
- The manager from each area will then ring 'their' rooms and state 'partial lockdown' or 'full lockdown' they will say nothing else.
- A key holder will go to the front gates and close and lock these quickly.
- If there are practitioners outside with children, the person who locks the front gates must do a quick visual sweep of the outdoor areas and notify these practitioners of the lockdown.
- The manager for each area will lock all front and back doors.

Actions taken during partial lock down:

- ❖ Notification '**Partial Lockdown**'
- ❖ All outside activity to be ceased immediately, all children and practitioners to return to their rooms
- ❖ Once everyone is inside all doors and windows to be closed and locked, managers will lock doors practitioners are to close windows, register to be taken
- ❖ Movement about the building permitted unless told otherwise
- ❖ Partial Lockdown will continue until you are told 'all clear' by a manager

Actions taken during full lockdown:

- ❖ Notification '**Full Lockdown**'
- ❖ All outside activity to be ceased immediately, all children and practitioners to return to the nearest room.
- ❖ Once everyone is inside all doors and windows to be closed and locked, register to be taken. Children and practitioners to sit out of sight of windows and doors and quietly. Close any blinds. If necessary, move to central/upstairs space of the buildings.
- ❖ Movement about the building is not permitted during full lockdown by anyone other than the management team – their movement must also be kept to a minimum
- ❖ Full Lockdown will continue until you are told, 'partial lockdown' or 'all clear' by a manager

During 'Partial and Full Lockdown' no one can enter or leave the building. Only internal phone lines must be used during lockdown but usage should be kept to a minimum. Outside lines should only be used for emergencies and kept free for incoming calls.

What happens in the fire alarm sounds during 'Lockdown'?

If the fire alarm goes off during 'partial lockdown' you would follow the normal fire evacuation procedure.

If the fire alarm sounds during 'full lockdown' you **DO NOT** evacuate the building unless you are informed to do so by a manager. If you are told to evacuate the building you will be informed where to go.

Notifying Parents

Parents will be informed of a 'Lockdown' as soon as is practical. If parents ring the setting whilst it is in lockdown, parents will be informed of this but reminded that all doors and gates are locked and no one is allowed in or out of the building. They will be reassured that we are doing all we can and we will notify them when the setting resumes normal procedure. Parents are asked not to come to the nursery during lockdown.

Notifying Emergency Services

If the notification of an incident that may cause a potential threat to the nursery has not been received by the police or other emergency service, then the nursery manager/director will notify the police as soon as the setting is in lockdown and everyone is safe – this is the priority.

This procedure was amended in September 2018

This procedure will be reviewed in 2019 or before if there are any changes in legislation.

Signature: 

Lisa Watson
Early Years Nursery Manager