

# LOCKDOWN POLICY

## INTRODUCTION

Daisies Montessori Nursery School 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 pre-school, its children, staff and visitors, for example:

- A reported incident or disturbance in the local community
- An intruder on site
- A warning being received regarding an environmental risk locally
- A major fire in the vicinity
- The close proximity of a dangerous animal

## PROCEDURES

A lockdown will be initiated by a member of staff blowing the whistle 3 times to gather all of the children together as quickly as possible (and take them inside the building as necessary). There are two types of lockdown:

### **1. Partial Lockdown**

A partial lockdown is a precaution aimed to keep children and staff safe while remaining indoors. Children and staff should remain in the building and all doors and windows leading outside should be locked. No one should be allowed to enter or leave the building, however, the setting can otherwise continue as usual.

### **2. Full Lockdown**

#### All Staff

- Calmly move the children into the kitchen and close the internal door. The kitchen has access to drinking water, food and a first aid box
- Headcount the children in your care, alerting the manager if any are missing
- Cover the window and external door with newspaper
- Make the kitchen safe by locking away cleaning products etc
- Remain inside the kitchen until the manager deems the premises as safe
- Attempt to keep the children as quiet and calm as possible until the dangerous situation is over

#### Manager

- The Manager or Deputy Manager will immediately call 999
- Assign the management of the children in your care to another member of staff
- Collect the first aid box, registers, visitors book and contact information
- Sweep through the building to check for children or visitors left behind
- Secure all external windows and doors and close the curtains
- Turn off lights, computer monitors and put smartphones on silent
- Push the kitchen island in front of the internal door
- Remain inside the kitchen until a member of the police deems it safe to come out

### Once the danger has passed:

- When completely sure that the danger is over, leave the kitchen and continue activities as far as possible
- Manager to telephone all parents (if not already contacted) and inform them of the incident
- Send a letter to parents to inform parents of the context of the lockdown in more detail
- Records will be made of the event and actions taken
- Ofsted and the Local Authority will be informed within 24 hours of the incident occurring

### LOCKDOWN DRILLS

We hold lockdown drills once a year and record the following information about each lockdown drill on My Montessori Child:

- The date and time of the drill.
- Number of adults and children involved.
- How long it took to enter the kitchen.
- Whether there were any problems that delayed entry.
- Any further action taken to improve the drill procedure.