Lock Down Policy

Wavertree Christian Fellowship Nursery recognises the potential 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 Staff, children, visitors or property.

The nursery will strive to ensure the safety of everyone on the premises in the following circumstances:

On very rare occasions, it may be necessary to seal off the nursery so that it cannot be entered from the outside. This will ensure that pupils, staff and visitors are safe in situations where there is a hazard/ incident in the nursery grounds or the near vicinity.

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

• A reported incident/ civil disturbance in the local community with the potential risk to staff, pupils and visitors

• An intruder or a threat of an intruder on the site

• A nearby chemical spillage or similar

• Proximity of dangerous dogs

• Serious weather conditions

Nursery gate will be locked every day once all the children have arrived.

A walkie talkie will be stationed on the nursery office desk when the children go outside so staff can keep in contact.

Inside:

All staff will be notified that lockdown procedures are to take place immediately on seeing the flashing strobe light in the main room/ or being informed by a member of staff. The safe word will be ‘Jumanji’ . Staff will immediately usher all the children the safe place. Staff and children will remain there until they are advised by emergency services. There is a phone available in this space. This number will be kept free for Emergency services (0151 734 5044). If it is safe children will be lowered into entry and ushered to safety.

Unless absolutely necessary, no one should move about the nursery site once the nursery is in lockdown. All staff, children and visitors should move to the safe area. The reception area will be the centre of operations, unless this is under threat at which point management will move to the back of the building.

On seeing the strobe light alarm or being instructed by a member of staff, any pupil or member of staff in the grounds must go to the nearest safe area as quickly as possible

Outside:

If in the garden and an incident occurs, the safe word should be walkie talkied to the main office. If it is safe and possible to do so, the staff should make their way through the far side entrance and congregate in the inside safe area.

If it is not safe to leave the outside garden then staff members should place the children in the safe place and radio inside with the safe word. The office will then contact Emergency services immediately. The time of this call should be logged for reference.

Unless otherwise instructed, staff and children should remain in that area of the nursery. In most situations, it is envisaged that lessons/ business can continue. If appropriate, all blinds should be closed and children kept away from any areas where blinds cannot be drawn.

All external doors and windows should be closed and locked where possible. The last person leaving a room at any time should make sure all external doors and windows are closed and locked if possible.

Staff in separate areas should switch on personal mobile phones (silent mode) where appropriate (not always possible) so they can be used as a point of contact. All staff members should have the nursery main phone line and the Nursery office phone numbers stored on their phone for use in emergencies.

Staff should encourage children to keep calm and quiet and follow instructions. Where possible, children should not be told of any incident that may alarm or distress them. Staff should try and keep calm and positive around the children so as not to cause undue upset.

Staff should keep a register of all children close to hand, and continue to monitor numbers should it be necessary to move to another area.

POLICIES AND PROCEDURES:

Staff and children should remain in lockdown positions in their areas until informed there is an all clear. Registers will again be taken after the ‘all clear’ bell has sounded.

If lockdown is implemented because of an intruder in or around the nursery, staff may be instructed to ‘Run and Hide’ taking children with them. The Nursery Owner will issue a confidential list of possible places to hide.

If necessary, parents will be notified as soon as it is practical to do so via email or text. Depending on the type and severity of the incident, parents may be asked NOT to collect their children from nursery as it may put them and their children at risk. If the end of the day is extended due to lockdown, parents will be notified and will receive information about the time and place children can be collected. If a lockdown coincides with the end or the start of the day, and parents are with their children, they will be invited into nursery for safety.

Details of any serious incident will be conveyed to parents as soon as possible following the event to inform them of the context of the lockdown, and if necessary any advice regarding how to convey this issue to their children.

Lockdown drills will take place once a year at a time agreed with the Nursery Manager, to ensure everyone knows exactly what to do in such a situation. These processes will be monitored and staff debriefed so improvements can be made as necessary.

This policy is for guidance and it is anticipated that staff will use their professional judgement depending upon the circumstances.

Ofsted will be notified immediately once it is safe to do so.

This policy was reviewed on 9th October 2017

Signed: B.V.Stephenson (nursery Manager)