

Safeguarding and Welfare Requirement: State here which EYFS Safeguarding and Welfare Requirement this document relates to.

Providers must take reasonable steps to ensure the safety of children, staff and others on the premises in the case of fire or any other emergency, and must have an emergency evacuation procedure.

11 Lockdown and emergency policy

Policy statement

Jack and Jill's nursery 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 nursery, 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 animals.
- We ensure our policy is in line with the procedures specific to our building, making reasonable adjustments as required.

Procedures

A full lockdown will be initiated by a member of staff blowing the whistle 10 short fast 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 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. Contact front office on 300 on internal phone or site manager on mobile 07842286595 to assess situation if necessary.

2. Full Lockdown

All staff

- *Calmly move the children into the children's toilets/laundry room area and close the internal door. The laundry room has access to drinking water, food and first aid box.*
- *Headcount the children in your care, alerting the manager if any are missing.*
- *Cover the windows and external door with blinds.*
- *Make the laundry room safe by locking away cleaning products etc.*

- *Remain inside the toilets/laundry area 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.*
- *Follow procedure for the preserved risk of threat chart- and continuously assess risk on a continuous cycle reassess risk and take further action as necessary.*

Manager

- *The manager or deputy manager will immediately call 999.*
- *Assign the management of the children in their care to another member of staff.*
- *Collect the sign in sheets for children and staff , visitors book, contact information, mobile phone and office hand held phone if possible . All to be added to the emergency box.*
- *Sweep through the building to check for the children or visitors left behind.*
- *Secure all external windows and doors and close the blinds.*
- *Turn off lights, computer monitors and put smartphones on silent.*
- *Remain inside the toilet/laundry area 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 laundry/toilet 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.**
- **Legal framework.**

Lockdown drills

We hold lockdown drills twice a year and record the following information about each lockdown drill:

- Sheltering in place/safe place more suitable for young children.
- The date and time of the drill.
- How long it took to enter the toilet/laundry area.
- Whether there were any problems that delayed entry.
- Any further action taken to improve the drill procedure.

Legal framework

- Health and safety of work act and associated legislation
- Safeguarding

This policy was adopted by	Jack and Jill's Nursery	<i>(name of provider)</i>
On	1/06/2020	<i>(date)</i>
Date to be reviewed	1/12/2021	<i>(date)</i>
Signed on behalf of the provider		
Name of signatory	Felicia Adeyinka	
Role of signatory (e.g. chair, director or owner)	Owner	