



LADYBIRDS
NURSERY

Invacuation & Lockdown

Safeguarding

Policy

Purpose of procedures:

An invacuation or lockdown occurs when circumstances dictate the safety of children and staff is better ensured by them being kept in the building with doors and windows locked and the blinds closed.

Examples of a critical incident:

A critical incident is triggered by an initial event which is unplanned and therefore not foreseen. This could include:

An intruder

A hostage situation

A violent event during the day

A dangerous animal

Sudden death of a staff member

Suspicious item

Bomb threat

The invacuation drill will take place each half term. Its purpose is to ensure we have an even safer and more secure environment for all staff and children.

The difference between Evacuation and Lockdown is defined as the rapid removal of individuals from immediate or threatened danger in a safe orderly

manner. Where the threat is outside nursery, staff may be required to 'lockdown' all persons inside the nursery until the threat is averted.

During invacuation all the external doors will be locked as a precautionary measure, no-one will be allowed to enter or exit the building.

The invacuation alarm at nursery will be a whistle. There is a whistle situated in each room. Should any member of staff suspect any threat they will alert other staff members of the threat by blowing on the whistle.

Our assemble area for 'Lockdown' will be the sleep room, office and staff room situated on the highest floors of the building.

By blowing the whistles situated in each room, this will alert staff we have a 'Lockdown' situation.

Staff will then follow the 'Lockdown' procedures.

Procedures:

Managers to : Ring 999 and alert the emergency services and wait for further instructions

1. Collect all the children together in a calm manner
2. Make you way upstairs and gather together in:

Babies - Office

Toddlers - Staff Room

Pre-School - Sleep Room

3. Take the register and account for each child

Parents will be contacted via tapestry as soon as practicable that there is a lockdown situation. They will be reassured that everything possible is being done to ensure their child's safety.

Parents should not contact nursery using the phone as this will take up the phone line.

Parents should not attempt to collect their child as this could put them in danger. They should wait until nursery contact them about when it is safe to collect their child.

If it is found necessary to evacuate the building the fire alarm will be sounded to alert staff to an evacuation.

Nursery will follow all instructions from the emergency services and will stay in contact with them at all times.

Lockdown procedures are displayed in every room.

Duplicate keys for the front and the back door are hung on the inside of the doors.

This policy was adopted February 2022

Date to be Reviewed February 2023

Date Reviewed

This policy will be reviewed sooner than the review date should any new information become available.