

Newton Westpark Nursery



Emergency Lock down procedures

Signed By _____

Position: Nursery Manager

Date: 25/09/2018

(Please read as part of our safety and security policy)

The lock down procedures could be triggered by a number of situations including:

- A stray animal on site
- An incident in the local community
- An unauthorised person on site.

If one of these instances occurs it is prudent to ask staff and children to stay in the room where they are until a senior member of staff can ascertain the level of risk, if any. As such, we will action the lock down procedures below. We will ensure we remain as calm as possible to ensure the children are emotionally supported.

Alert Sound: The below prompts will indicate the lock down procedures should be actioned immediately.

A senior member of staff **ONLY** will blow the lockdown whistle which will be located in the top drawer of the manager's desk.

The manager will alert over at the school immediately and the deputy manager will call 999 stating:

- Nursery Name: Newton Westpark Nursey
- Address: Tennyson Avenue, Leigh, WN7 5JY
- Contact number: 01942 606834

Manager will take mobile phone, emergency contact list, first aid box to our safe place.

Action: The action below must be implemented once the Lock-Down alert has been activated.

- If safe to do so all staff, children, visitors will remain in the room until given further instructions.
- If children are playing outside staff will promptly direct children into the building, member of staff locking the door behind them.
- Room leaders will at this point complete a headcount whilst staff make safe efforts to close windows, blinds and turn off lights.
- **STAY CALM, Staff must ensure (as best as possible) children are kept calm and as quiet as possible.**
- Manager/deputy manager to evaluate incident liaising with school headteacher to ascertain the next actions required.
- If it is not safe to stay in the main nursery area, the following will happen: (manager will indicate)
 - ◆ If the threat is at the front of the nursery (car park area) we will go in the children's bathroom and close the bathroom door,
 - ◆ If the threat is at the back of the nursery (school field area) we will go in the staff toilet area/hall area

We will remain in our safe place and follow police instruction/wait for police assistance.

End of Incident:

- Manager de brief all staff
- Manager will inform all parents
- LA will be informed
- Log of the incident will be made
- Ofsted will be informed.

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| Date approved: | 25/09/2018 |
| Review Date: | October 2019 |
| managers Signature : | |