Wolfson College Day Nursery

Lockdown Policy

3.55 Welfare Requirements 2014

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

Lockdown procedure

We will use the lockdown procedure when the safety of the children and staff is at risk and we will be better placed inside the current building. The children and staff will be led to the Big School building at the back of the nursery the doors and windows are locked and blinds/curtains drawn. Staff will keep themselves and the children calm at all times.

We will activate this emergency procedure in response to a number of situations, but some of the more typical might be:

- A report incident or disturbance in the local community (with potential to pose a risk to staff and children in the nursery)
- An intruder on the college site (with potential to pose a risk to staff and children in nursery)
- A warning being received regarding a risk locally, of air pollution (smoke plumes, gas cloud etc.)
- A major fire or explosion in the vicinity of the nursery – as long as it is safer staying in the premises than leaving.
- A major Flood (with potential to pose a risk to staff and children in the Nursery)

In this case, the staff will be notified by the following action:

- A staff member will be asked to make or get a peanut butter sandwich (this is the code phrase)

All individuals (including children) will remain in the area they are in, if safe to do so. If the children are outside, staff are to promptly and calmly direct children into the building, if this will not endanger them. Staff will make efforts to close and lock doors wherever safe to do so.

All individuals will keep away from the windows and doors and children will be occupied in the centre of the room so they are not placed at risk or are able to see any situation developing outside.

The manager will ensure all children, staff and visitors are accounted for and safe before returning to the office area to keep up to date with the current situation via updates.

The manager on duty, police and College Lodge will manage the situation dependant on the situation and the information available. If the nursery is in immediate danger of an intruder, the police and College will be called as a matter of urgency. In other cases where the situation has been alerted by the police or local area authority, then the nursery will await further instructions.

Once the all clear has been given externally, the manager will issue the all clear internally. After this time, the staff will try to return to normal practice to enable the children not to be disrupted or upset by the events.
Any children showing worries or concerns will have one to one time with their key person to talk about these.

Parents will be informed about the situation at the earliest safest opportunity and will be kept updated when the information changes.

After the event a post-incident evaluation will be conducted to ensure that each child and staff member was supported fully and the procedure went as planned.

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<th>This policy was adopted on</th>
<th>Signed on behalf of the nursery</th>
<th>Date for review</th>
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<tbody>
<tr>
<td>26/7/19</td>
<td>Barry Coote</td>
<td>July 2020</td>
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