



## 57. Lock Down (Security Plan)

### Lockdown

Lockdown of a building or buildings is an emergency procedure to secure and protect occupants near an immediate threat. By controlling movement in an area, emergency services can contain and handle the situation more effectively.

All staff should know to be vigilant and if they see something that could cause harm to immediately say across the radio- **'LOCK DOWN, LOCK DOWN, HIDE AND SEEK.'**

Upon hearing this, staff will then move into action.

- The large external car park gates and pedestrian gate are padlocked and secure.  
-should an immediate threat occur during the drop off and collection times- 8:00-8:30 and 5:00-5:30, then staff member will bolt the gate from the inside and come into the nursery via the main driveway.
- The main entrance to the property is controlled by a buzzer system, so management are in control of entrance to the building.
- The main entrance will always remain closed and chained. If the office is too hot to work in, Management will work elsewhere.
- The next internal door is on a code system to gain entry.
- Should an intruder get into the main entrance and Management are unable to sound the **LOCK DOWN** signal, A staff member in Preschool will shout the **'LOCK DOWN'** signal and the communication line will continue throughout the building so ALL staff are aware.
- Should Management deem necessary, emergency services may be contacted on either 101 or 999

### Practices and Procedures

Follow the **CLOSE** Procedure.

Close all windows and doors.

Lock up- Unit leads will secure all external and internal thumb lock doors.

Out of sight and minimise movement.

Stay silent and avoid drawing any attention.

Endure. Be aware that you may be in Lockdown for some time

## Designated areas for the children:

### Toddlers- Puffins, Swans, Preschool- Buzzards

-All Toddlers children -Puffins and Swans and all Preschool Buzzards children and Toddler and Preschool staff will gather upstairs in both Puffins rooms. The Buzzards children will go into the larger room.

### Kestrels

-All Kestrels children and staff will gather in the upstairs office in the Cottage.

### Barn Owls and Robins

-All Barn Owls and Robins children and staff will gather upstairs in the Barn Owls room.

## Upon alert of lockdown:

- Stay calm and reassure the children.
- Unit leads must have the radio and phone on their person.
- All doors and windows must be closed and locked.
- Unit leads are responsible for thumb locking all doors as they make their way to their designated areas.
  - Barn Owls and Robins- Sharon, Wanda/ Summer
  - Puffins and Swans- Lucia
  - Kestrels- Dagmara
  - Buzzards- Jackie
- In the event of an immediate threat and lock down procedure- our '3 children on the stairs at one time' procedure becomes exempt. Staff will take as many children as possible up the stairs where safe to do so. In the Cottage for Barn Owls and Robins children, staff will carry children up the stairs where needed.
- When staff are secure in the rooms- Unit leads will say over the radio that their groups are secure- For example- '**Toddlers and Buzzards secure**'.
- Staff should engage the children in calm activities.
- Room leader to check Family sign in and ensure you have the correct headcount.
- Close curtains and blinds where possible.
- Stay away from windows and doors.
- Stay low and keep others calm, it might be an idea to rehearse this with children in an age-appropriate way, in the same way that you would rehearse fire evacuation. Lock-down should be rehearsed and recorded termly.
- Do NOT make non-essential calls on mobile phones or landlines.
- If the fire alarm is activated, remain where you are and await further instructions from emergency services unless the fire is in your area. In which case, move to the next room/area, following your usual fire procedures.

**Be alert:**

- Do NOT open the door once it has been secured until you are officially advised ‘**ALL CLEAR**’ by a member of Management- who will say their name along with the ‘**ALL CLEAR**’ signal or are certain it is emergency services at the door.

This is another element of your ‘lockdown’ procedure that can be practised in an age-appropriate way with the children to avoid them becoming anxious when staff do not respond to the doorbell in the usual way.

- Do NOT travel down long corridors.
- Do NOT assemble in large open areas.
- Do NOT call 999 again unless you have immediate concern for your safety, the safety of others, or feel you have critical information.

**Threat levels**

Threat levels are designed to give a broad indication of the likelihood of a terrorist attack.

[www.gov.uk/terrorism-national-emergency/national-emergencies](http://www.gov.uk/terrorism-national-emergency/national-emergencies)

- LOW means an attack is unlikely.
- MODERATE means an attack is possible but not likely.
- SUBSTANTIAL means an attack is a strong possibility.
- SEVERE means an attack is highly likely.
- CRITICAL means an attack is expected imminently.

Members of the public should always remain alert to the danger of terrorism and report any suspicious activity to the police on 999 or the anti-terrorist hotline: 0800 789 321. For non-emergency calls to the police, call 101.

**Information for parents:**

**Parent will be notified via Family newsfeed as soon as it is appropriate and safe to do so.**

Example of wording for informing parents:

‘Due to an incident we have been advised by the emergency services to secure the premises and stay put until we are given the ‘all clear’. Please do not attempt to collect your child until it is safe to do so. We will let you know as soon as we are able when that is likely to be. In the meantime, we need to keep our telephone lines clear and would appreciate your cooperation in not calling unless it is absolutely vital that you speak to us.’

Safeguarding and Welfare Requirements: Bomb threats

See more at: <http://www.cpni.gov.uk/Security-Planning/Business-continuity-plan/Creating-a-security-plan/#sthash.VlxoenQe.dpuf>

This policy was adopted by	Ridgemount Cottage Nursery Ltd
On	November 2024
Date to be reviewed	November 2025
Signed on behalf of the provider	<i>Caron Humphris</i>
Name of signatory	CARON HUMPHRIS
Role of signatory (e.g. chair, director or owner)	Nursery Manager