



<b>Name:</b>	<b>Date written:</b>
<b>Emergency Situations and Lockdown Policy</b>	<b>7/8/23</b>
<b>Written by/Reviewed by:</b>	<b>Review Date:</b>
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**Policy Statement**

Children are extremely vulnerable and depend entirely on our vigilance to ensure their safety while they are in our care. Circumstances beyond our control may pose threats to their safety and ours, whether due to strained family relationships or prevailing political and global instability. It is crucial to contemplate the most effective methods to safeguard children, parents, and staff in the face of a local threat or emergency that could lead to a security lockdown of our nursery.

**Aims and Purpose**

This policy illustrates the steps we will take to ensure the safety of staff and children in the event of an outside threat. Most existing emergency procedures involve evacuating the premises, focusing on events occurring within our building. However, there are scenarios where we may be advised to remain in place (lockdown) instead of evacuating.

We will act to secure the safety of everyone in the following situations:

- Unauthorised person(s) on the grounds, considered dangerous.
- Any person attempting to abduct a child.
- Someone from within the nursery becomes a threat to others.
- Situations caused by external spills/poisonous fumes.
- Local escalated group protest situations

We will follow the CLOSE procedure:

- Close all windows, blinds and doors
- Lock up
- Out of sight and minimal movement
- Stay silent and avoid drawing attention
- Endure. Be aware this may last some time.

**Applicability**

Staff  
Parents

## Definition of Terms

**Lockdown:** Lockdown of a building 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.

## Overview

Assessing Risk  
Lockdown Procedures  
Lockdown Drills

## Procedures

### Assessing Risk

As well as knowing our families and any strained relationships which may pose a risk of abduction, we also have an awareness of the likelihood of an incident happening in our area i.e. we consider our location, our proximity to religious buildings and law courts etc. We regularly check the local police and council website for advice about managing a range of issues that may be prevalent in our area. We have local police contact numbers clearly displayed for staff to refer to.

SEP

We will endeavour to:

- Alert staff of any estranged family members or persons who may be a risk to the safety of a child
- All personnel who enter the building should be made known to management or a leader, signing them in to the visitors' book
- Ensure doors are locked at all times
- Follow any advice for managing emergency situations issued by Brighton and Hove council or the police.
- Share information with parents to advise them of the actions we will take in the event of a 'lockdown' and what they should do.
- Make sure all staff are aware of their role during 'lockdown'.
- Consider the wording of a text or phone message that will be issued to all parents as soon as lockdown is announced, and we are sure the situation is not a false alarm.
- Carry out yearly lockdown drills.

### Lockdown Procedures

- A lockdown will be triggered by the manager, deputy or one of the leaders using the phrase 'peanut butter sandwich' over the walkie talkie radio.
- All leaders will respond. Fox staff will ring the singing bowl and calmly ask all children to go into the quiet room and sit down, ensuring the children in the garden also move to the quiet room. Hedgehog staff will gather the children to the sleep room.
- Registers will be taken.
- All leaders are to take either their mobiles or a nursery phone. All staff to have radios.
- The manager or the deputy will ring 999 and communicate over the radio when this has been done.
- A member of staff on each floor will be allocated to close all windows, doors and blinds and check toilets and hidden spaces and communicate over the radio when this has been done.

- Both rooms have internal bolt locks. A lockdown bag containing water, first aid supplies, beakers, pens, paper, nappies and wipes is kept in the Hedgehog sleep room.
- Any staff situated at the top of the building will join the Hedgehogs.
- Once everyone is inside, each room will get locked, and lights turned off.
- Once the 'all clear' has been given externally the manager will issue the 'all clear' internally.
- After this time the staff will endeavor 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.
- 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 log will be made of the incident with a post-incident evaluation will be conducted to ensure that each child and staff member was supported fully, and the procedure went as planned.
- Ofsted and The Early Years Department at the council will be notified within 24 hours

## Lockdown Drills

We hold lockdown drills once a year and record the following information in the Health and Safety Folder on One Drive:

- The date and time of the drill.
- Number of adults and children involved.
- How long it took for each pod to safely be in their lockdown location.
- Whether there were any problems that delayed entry.
- Any further action taken to improve the drill procedure.

## External Links and Organisations

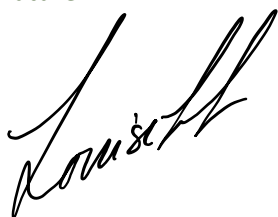
[Home](#) | [Sussex Police](#)

## Relevant Policies and Documents

Accident and Emergency Policy  
 Communications Policy  
 External Contractors Policy  
 Fire and Evacuation Policy  
 Health and Safety Policy  
 Lost Child on Premises Policy  
 Parent Carer Visitors and Volunteers Policy  
 Safeguarding Children Policy  
 Significant Event Policy

## Authorisation

Signature:



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