

Lockdown Policy and Procedure

At Monty's Daycare we recognise the potentially serious risks to children, staff and visitors in emergency or harmful situations. A lockdown may take place where there is a perceived risk of threat to the nursery.

Where possible, the nursery will act to ensure the safety of all personnel in the setting in the following situations:

- In the event that unauthorised person(s) considered dangerous on nursery grounds.
- In instances including domestic parties are attempting to abduct children.
- In instances where staff, students or volunteers from within the setting become a threat to the well-being of others.
- In emergency situations there is potential risk from spills and poisonous fumes from within the setting.

A lockdown will be initiated by the code phrase "**MONTY HAS FALLEN**" (all staff to be advised). This is clearly distinguishable from the fire alarm/evacuation signal which is 1 continuous ring.

Lockdown procedures will be practised from time to time so that staff and children are familiar with them.

During a Lock – Down we will follow the **CLOSE** procedure:

Close all the windows and doors

Lock up

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.

Lock – Down Procedure

1. On hearing the lock down signal the Nursery Manager (Kerry Allen)/ Deputy Manager (Naomi Washer) will call for assistance – 999. If both Manager and Deputy Manager are absent the appointed management cover.
2. In the event of a building lock – down, it is mandatory that all children and staff remain in their rooms. If children and adults are out in the garden then they need to move to the closest room.
3. Close windows and blinds in the rooms and lock the door, if possible. Room leaders are responsible for ensuring that doors are locked.
4. Turn off the lights and electrical devices.
5. Position the children against the wall or behind tables in the most non – visible corner, seated.
6. Take a complete roll of everyone in the room.
7. Remind everyone to remain quiet.

8. No one is to leave the room during the lock down.
9. Remain in this position until the “All clear is announced” over the walkie- talkie or telephone.

This policy was written In the month of January 2019 by Kerry Allen (Manager) and Naomi Washer (Deputy Manager) were present.

(Policy and Procedure to be revised during the month of January 2020 spring term)