

Shiplake Village Nursery

Lockdown Policy and Procedures

Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school.

Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

A lockdown is implemented when there are serious security risks for the premises due to, for example near-by chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons intent in causing harm/damage.

Notification of lockdown

Staff will be notified that lock down procedures are to take place immediately on hearing five bursts of a whistle.

Procedures:

Staff should follow the **CLOSE** procedure:

- Close all windows and doors
 - Lock up
 - Out of sight and minimise movement
 - Stay silent and avoid drawing attention
 - Endure. Be aware you may be in lock down for some time
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- i. The above signal will activate a process of pupils being ushered into the nursery building as quickly as possible and the locking of the Nursery doors, where it is possible to remain safe.
 - ii. At the given signal the pupils remain in the room they are in and the staff will ensure the windows and doors are closed/locked and screened where possible. The pupils are positioned away from possible sightlines from external windows/doors. Lights and computer monitors to be turned off. Ensure mobile phones within the Nursery

room remain on silent mode.

- iii. Pupils or staff not in class for any reason will proceed immediately to the main Nursery room, i.e. children playing in the garden or using toilets when lockdown procedure is engaged.
- iv. If practicable, staff should notify the Shiplake CE Primary School office that they have entered lock down and identify those children not accounted for, i.e. via text/ telephone. **NO ONE SHOULD MOVE ABOUT THE NURSERY.**
- v. Staff to support pupils in keeping calm and quiet.
- vi. Staff to remain in lock down position until informed by the Headteacher/Emergency services in person that there is an all clear.
- vii. As soon as possible after the lock down, staff to conduct a register and notify the Shiplake CE Primary School office immediately of any pupils not accounted for.

Staff roles

- Nursery Manager to ensure front door and nursery room door is closed and locked and Police/Emergency Services called if necessary.
- Deputy Nursery Manager and Nursery Assistant to close windows and draw blinds.

Communication with parents

- If necessary parents will be notified as soon as it is practical to do so via email. Parents will be told : “the nursery is in a full lockdown situation. During this period the telephone and entrances will be un-manned, external doors locked and nobody allowed in or out”.
- Depending on the type and severity of the incident, parents may be asked NOT to collect their children from nursery as it may put them and their child at risk.
- Pupils will not be released to parents during a lock down.
- Parents will be asked not to call nursery as this may tie up emergency lines.

- If the end of the day is extended due to the lock down, parents will be notified and will receive information about the time and place pupils can be picked up from. Information will be sent by Shiplake CE Primary School office or the Emergency Services.
- A letter to parents will be sent home on the nearest possible day following any serious incident to inform parents of the context of the lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

Lock down drills

- Lock down practices will take place at least once a year to ensure everyone knows exactly what to do in such a situation.
- Parents will be informed prior to a lock down drill.
- The area Police Community Support Officer (PCSO) will be informed prior to a lock down drill.
- Notices advising of a lock down drill taking place will be put on the nursery gate in the Memorial Hall Car Park to prevent concern or panic from local residents/passers-by.
- Monitoring of practices will take place and staff debriefed for positive reinforcement or to identify required improvements.

Review

This policy and procedures will be reviewed annually as part of the School's Safeguarding procedures.

M Harris
4th June 2019