



Lockdown Policy at Turncroft Nursery School

Policy Aim: Lockdown procedures should be seen as a sensible and proportionate response to any external incident which has the potential to pose a threat to the safety of children and adults in the setting.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

1. A reported incident or disturbance in the local community (with the potential to pose a risk to children and adults in the setting)
2. An intruder onsite (with the potential to pose a risk to children and adults in the setting)
3. A warning being received regarding an environmental risk locally, of air pollution (smoke plume, gas cloud etc)
4. A major fire in the vicinity of the setting
5. The close proximity of a dangerous animal

A Partial Lockdown

Is a precaution aimed to keep children and staff safe while remaining indoors. This may be as a result of a reported incident/civil disturbance in the local community with the potential to pose a risk to children and staff in the setting. It may also be as a result of a warning being received regarding the risk of air pollution, etc. In a partial lockdown staff and children should remain in the building and all doors leading outside should be locked. No-one should be allowed to enter or leave the building; however the setting can continue as usual.

What usually happens during partial lockdown?

- All outside activity to cease immediately, children and staff return to building. Staff will be informed as quickly as is possible verbally. All staff and children should remain in the building and external doors and windows should be locked.
- Free movement may be permitted within the building dependent upon circumstances - **during Covid-19 'bubbles' will maintained as far as possible to adhere to social distancing. If it is not deemed safe to do this, such as the safety of a particular bubble in school being compromised, bubbles may have to mix.**
- In the event of an air pollution or chemical, biological or radiological contaminants issue, air vents, fans, heating will be closed or turned off.

- Seal up all the cracks around doors and any vents into the room - aim to minimise possible access points of pollutants

A Full lockdown

Signifies an immediate threat to our school and may be an escalation of a partial lockdown

Immediate action:

1. All staff have been told to be vigilant and if they see something which is likely to cause harm to immediately shout "**LOCK DOWN, LOCK DOWN, LOCK DOWN**" so that everyone can hear, alerting staff outside by opening the door and shouting the alarm call. Count the children as they come inside, checking the total with the register. Immediately check in the outdoors area if any children are found to be missing.
2. All children and staff should return to/stay in the building **during Covid-19 'bubbles' will maintained as far as possible to adhere to social distancing. If it is not deemed safe to do this, such as the safety of a particular hub in school being compromised, bubbles may have to temporarily mix.**
3. On hearing this alarm call all staff to bring registers, telephone and office index cards and guide children and any visitors/students etc to an appropriate area. Checking each area is empty as they go.
4. External doors should be locked
5. Staff and children to sit or lie down quietly out of sight and where possible in a location that would protect them from harm such as gunfire (bullets go through glass, brick, wood and metal). Consider locations behind substantial brickwork or heavy reinforced walls.
6. A register should be taken and headcount completed of all staff and children. If a child or staff member is missing the Headteacher (*or senior staff member in her absence - **Marion Fort**) will search in the building and bring them back to the place of safety as quickly and quietly as possible.
7. Remaining staff will sit with the children in their groups to help keep as calm and quiet as possible.
8. Internal doors may be locked (where a member of staff is present to put the latch on)
9. Lock windows, draw blinds and curtains, cover internal door windows (so an intruder cannot see in)
10. Turn off lights and computer monitors
11. Turn off mobile phones (or at the least turn onto silent so they cannot give away your position)
12. One member of staff will fix blackout card over any windows (**card and tape and hanging fabric blue tack behind the curtains in the middle room**)

13. A senior member of staff can use a mobile phone to make contact with the police by calling 999 to report the incident and follow their instructions
14. A senior member of staff to contact the local authority to inform them that we are on lockdown call Jayne Ivory, Jo Siddle or Joanne Stewart
15. We would remain in the safe place until told otherwise by the authorities, supporting the children and each other, for as long as necessary
16. If the incident is being dealt with by the authorities and we are not directly affected and have been told to do so by the police, we will leave the safe area and return to the classrooms in the hope to reduce the stress on the children as much as possible.
17. We would remain within the school building (not venturing into either the front or back garden) until the all clear has been given by the authorities.
18. On being told to do so by the police, we would email parents to notify them of the incident. The school telephone would be manned to receive incoming calls.
19. Children should not be released to parents during a lockdown and staff should not leave the premises unless instructed to do so.

What happens if not all school parties are on the school premises, i.e. some staff and children on a local trip?

- ✓ If a group are on an outing when the incident occurs, a staff member to telephone them to tell them NOT to return to the nursery until the all clear has been given.
- ✓ If it is safe to do, the group should stay where they are e.g. in the library/supermarket.
- ✓ If they are on their way back to the nursery, to stop and go back to the venue and stay there until advised otherwise.
- ✓ The staff on the outing should ring the police for advice.
- ✓ On being told to do so by police, the staff would contact the parents and notify them of the incident.
- ✓ If safe to do so, we would suggest to parents to collect their children from the venue. If not, we would remain there until it was safe to leave and return to a safe place.

To reduce the risk of someone entering the building to cause harm, procedures include:

- Key pad entry system with code only known by key staff
- A member of staff is located at entrance/s during drop-off and collection times
 - The front door can only be opened by a staff member
 - Doors to the outdoor area are always locked when the children are not engaged in outdoor play. ***During Covid-19 doors to the nursery garden will be opened to aid ventilation where possible.**
 - Padlockson the four gates to the outdoor areas
 - Fences are over 6 foot tall

- ▪ Parents told to inform us if anyone other than themselves are collecting/dropping off. They would supply a password and offer a visual description.
- ▪ We have adequate outside lights so we can see when it gets dark

Do's and Don'ts for Parents:

- Do not contact our school during lockdown as this could block telephone lines that are needed for contacting emergency services
- Should not come to our school during lockdown as this may place themselves and others in danger
- Do wait for our school to contact them about when it is safe for them to come and collect their child

What happens after a lockdown situation?

- ✓ After lockdown has taken place, a letter to parents will be sent home as soon as possible to inform parents of the nature and context of lockdown.
- ✓ Following the need for lockdown, senior leaders will create a full record of the event.
- ✓ Policies and procedures will be reviewed as soon as possible to identify any areas for potential development.
- ✓ A notification of significant incident will be made to Ofsted within 14 days (preferably as soon as possible after the incident).

How will we know if this policy works in practice?

- Staff will practise this lockdown procedure during an inset day or staff meeting annually.
- We will not be practising with the children as we feel this could cause them undue stress.
- We will seek advice from the local authority as necessary.

Policy reviewed: **May 2020**

Approved by Governors: 1st June 2020 - Mrs Celia Rushton (Chair)

Policy to be reviewed: **May 2023**

Policy written by: Elizabeth Shears - Headteacher Signed: *Elizabeth Shears*