

Lockdown Policy and Procedure

At Greenfields Day Nursery 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 'Greenfields has fallen' (all staff to be advised). This is clearly distinguishable from the fire alarm 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 Lockdown we will follow this procedure:

- Close all the windows and doors, lock up out of sight and minimise movement
- Stay silent and avoid drawing any attention
- Be aware that you may be in lockdown for some time.

Lockdown Procedure:

1. On hearing the lock down signal the Nursery Manager Susan McGeoch or Deputy Manager Rebecca Brand will call for assistance – 999.
2. In the event of a building lockdown, 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 curtains where possible and close the door.
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 'Greenfields is safe' is announced.

Written by: Susan McGeoch

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