

# Lock Down Policy

## Policy Statement

Noah's Ark Day Nursery lock-down policy aims to ensure that all children, staff and Nursery users remain in a safe and secure location in the event of a possible personal/Centre threat and that the exposure to danger and possible risk of harm are minimised.

## Procedures

- In the event of a critical incident requiring 'Lock Down', the person witnessing the incident must try to notify the Setting Manager to raise the alarm.
- The Setting Manager will determine the risk and need for a 'Lock Down'.
- The Setting Manager (or delegated person) will call the police, if required, whilst the Setting Manager will announce 'Lock Down'.
- All children, staff and Nursery users will remain in the areas they are in, if safe to do so, eg: move nursery children inside if there is a stranger on the premises (see Outdoor Play Area Risk Assessment).
- Staff members will make safe efforts to close and lock the doors to the Nursery room, and keep the children safe inside. Keys to the doors will be kept on hooks behind them, in case of such an incident occurs.
- All lights are to be turned off. Staff must try to ensure children and pre-school users are kept calm and as quiet as possible.
- A register/head count should be taken at this time. Others may need to take sanctuary in different rooms from their own.
- If the alarm is raised during home/arrival times everyone is to be directed to their room as long as it is safe to do so.
- If children are outside playing, staff are to promptly direct children into the building, if it is safe to do so.
- Please see Emergency Evacuation Plan. All Clear Signal will be signalled by the Setting Manager informing all concerned.
- A roll call should be taken in each area.
- Everyone should remain in the own room and the Setting Manager will decide if it is necessary to congregate together in the area in the car park. The Emergency Plan will then be followed to log the incident, inform relevant authorities, parents etc and investigate the incident.

Noah's Ark Day Nursery will carry out an annual drill to highlight any issues and review the policy.

This policy was adopted by

Noah's Ark Day Nursery

On

11/06/2017

Date to be reviewed

11/06/2018

Signed on behalf of the provider

Name of signatory

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Angela Martin

Role of signatory (e.g. chair, director or owner)

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Director/Manager

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