

Our Lady Star of the Sea Catholic Nursery School

Lock Down Policy and Procedure

Mission Statement

"You are precious in my eyes" - Isaiah 43

- *Our Lady Star of the Sea Catholic Nursery School is committed to the widest and fullest education of all pupils in a partnership between home, nursery, parish and community.*
- *Our nursery aims to create a happy, ordered environment where all members feel secure, valued and respect each other.*
- *Our nursery aims to be a positive force within the Catholic Church inspired by the life of Christ in the Gospels*

GO IN, STAY IN, TUNE IN

Introduction

Lockdown procedures enable nursery to close down and protect itself and those within it from an identified and urgent risk very quickly, such as the following:

- An intruder on the school/nursery site or nearby
- A local incident, such as a civil disturbance or risk of air pollution
- A fire adjacent to the school
- A dangerous dog or another animal which is nearby
- A firearms or weapons attack.

This list illustrates some of the more typical causes for a school/nursery to lockdown.

Lockdown is the ability to restrict access quickly, prevent staff and children from moving towards danger, or frustrate or delay the identified risk from entering the setting. Currently, there is no statutory requirement to have a lockdown policy or procedures, but we believe nursery should consider the need for such procedures as a sensible and proportionate response to any potential threat to the safety of the children and staff.

Planning for lockdown

The nursery's lockdown plan considers the available means of internal communication, the age of the children, the site layout and access points and the geographical location.

Procedures

The designated 'lockdown manager' is **Barbara Draper** (in her absence Michelle Wood). They will have with a discrete set of agreed responsibilities which include:

- Alert staff to the activation of a lockdown plan by a recognised alarm or signal that is audible throughout the setting. *A lockdown will be initiated by a recognisable signal of 3 whistle blows followed by 1 long ring of the fire whistle. Lock down procedures will be practiced from time to time to ensure that staff and children are familiar with them.*
- Bring children from outside into the nursery as quickly as possible

Reviewed: Spring 2023

Next Review: Spring 2025

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- Those inside the nursery should remain in nursery
- Lock all external doors, windows and air vents where appropriate
- Draw blinds, cover internal door windows and switch off equipment
- Switch all mobile phones to 'silent,' so as not to give positions away
- Ensure registers are available for staff to identify children who are not accounted for
- Staff should keep the children occupied and calm
- Emergency services should be contacted as quickly as possible
- Once a lockdown is underway, staff may continually risk assess the cause of the lockdown (with support from the emergency services); the movement of children should only be undertaken with the approval of the emergency services
 - The local authority, Ofsted should also be notified at the earliest opportunity
 - A lockdown will remain in place until it has been lifted by a member of the school's Head Teacher, Nursery Supervisor or by the emergency services
 - A fire alarm will trump the 'lockdown', and it will be the cue to evacuate the school
 - Lockdown procedures should be regularly supported with staff training refreshers

Parents

Parents will be contacted as soon as practicable that a lockdown procedure has been triggered. They will be given enough information so they are reassured the nursery understands their concerns for their children's welfare and is doing everything possible to ensure their children's safety.

Parents will also be informed not to contact the setting. Contacting the setting/school will block the school's telephone lines when they are needed to communicate with the outside world. Children will not be released to parents during a lockdown. Finally, parents should wait for the setting/school to contact them about when it is safe to collect their children and where this will be from.

Parents will be made aware of what will happen if the lockdown continues beyond nursery hours.

Lockdown drill information will be displayed in the nursery alongside the school's fire evacuation procedures. In the event of a prolonged or particularly challenging lockdown, emergency services, local authorities and voluntary sector organisations will typically work together to coordinate practical and emotional support for those affected by the lockdown events. A reception centre for friends and family could also be set up away from the affected area; **Our Lady Star of the Sea Social Centre, St Albans Road.**

Signature of Chair of Committee members: _____ **Date:** _____

Signature of Nursery Supervisor: _____ **Date:** _____

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Procedure

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