

Emergency Lockdown Policy

At Vineyard Organic Day Nursery, we take all reasonable steps to ensure the safety of children, staff and others on the premises. As such in line with the possibility of various threats and Martyn's Law (Terrorism Act 2025) we understand the need to plan for all eventualities to ensure the health, safety and welfare of all the children we care for.

With this in mind, we have a critical incident policy in place to ensure our nursery is able to operate effectively in the case of a critical incident. The nursery manager will notify Ofsted in the event of a critical incident.

These include:

- Bomb threat or terrorism attack
- Flood
- Fire
- Burglary
- Abduction or threatened abduction of a child
- Any other incident that may affect the care of the children in the nursery.

If any of these incidents, impact on the ability of the nursery to operate, we will contact parents via phone or email at the earliest opportunity, e.g. before the start of the nursery day.

Bomb Threat/Terrorism Attack

If a bomb or terrorist attack threat is received at the nursery, the person taking the call will record all details given over the phone as soon as possible, raising the alarm and contacting emergency services as soon as the phone call has ended. The management will follow the fire evacuation procedure and guidance from the emergency services to ensure the safety of all on the premises. The person who took the call will provide as much detail to the emergency services as possible. Ofsted will be notified.

With incidents of this nature parents, carers, children and staff may require support and reassurance following the traumatic experience. Management will provide this or seek further support where necessary.

Any other significant incidents

All incidents will be managed by the manager on duty and all staff will co-operate with any emergency services on the scene, where applicable. The fire

evacuation procedure will be followed for any other incident that requires an emergency evacuation. Other incidents, e.g. no water supply, will be dealt with on an individual basis taking into account the effect on the safety, health and welfare of the children and staff in the nursery.

If there is an incident outside of the nursery building and it is safer to stay inside the building, we will follow the Lockdown policy. Emergency services advice will be taken.

Flood

There is always a danger of flooding from adverse weather conditions or through the water and central heating systems. We cannot anticipate adverse weather; however, we can ensure that we take care of all our water and heating systems through regular maintenance and checks to reduce the occurrence of flooding in this way. Our central heating systems are checked and serviced annually by a registered gas engineer and they conform to all appropriate guidelines and legislation.

If flooding occurs during the nursery day, the nursery manager will make a decision based on the severity and location of this flooding. It may be deemed necessary to follow the same procedure as the fire evacuation procedure. In this instance children will be kept safe and parents will be notified in the same way as the fire procedure (see Fire safety policy).
In the event of a flood, we will follow the emergency evacuation procedures.

Fire

Please refer to the Fire safety policy.

Burglary

The management of the nursery follow a lock-up procedure which ensures all doors and windows are closed and locked before vacating the premises. The manager or most senior member of staff on site will always check the premises as they arrive in the morning.

Should they discover that the nursery has been broken into they will follow the procedure below:

- In an emergency dial 999, or non-emergency dial 101, with as many details as possible, i.e. name and location, details of what has been found and emphasise this is a nursery and children will be arriving soon
- Contain the area to ensure no-one enters until the police arrive
- Where it is safe to do so, the staff will direct parents and children to a separate area as they arrive. If all areas have been disturbed staff will

follow police advice. This may include temporary short-term closure wherever necessary to ensure the safety of the children

- The manager on duty will help the police with enquiries, e.g. by identifying items missing, areas of entry etc.
- A manager will be available at all times during this time to speak to parents, reassure children and direct enquires
- Management will assess the situation following a theft and ensure parents are kept up to date with developments relating to the operation of the nursery
- Arrangements will be made to ensure the nursery is made safe and secure again.

Abduction or threatened abduction of a child

We have secure safety procedures in place to ensure children are safe while in our care, including taking reasonable steps to ensure that children do not leave the premises unsupervised and to prevent unauthorised persons entering the premises and at risk of abduction.

All doors to the nursery are locked and password coded and cannot be accessed unless staff members allow individuals in. Parents are reminded on a regular basis not to allow anyone into the building whether they are known to them or not. Visitors and general security are covered in more detail in the Visitors Policy.

Children will only be released into the care of a designated adult; Parents are requested to inform the nursery of any potential custody proceedings or family concerns as soon as they arise, so the nursery is able to support the child.

The nursery will not take sides in relation to any custody arrangements and will remain neutral for the child. If an absent parent arrives to collect their child, the nursery will not restrict access unless a court order is in place. Parents are requested to issue the nursery with a copy of these documents should they be in place.

If a member of staff witnesses an actual or potential abduction from nursery, we have the following procedures which are followed immediately:

- The staff member will notify management immediately and the manager will take control, dialing 999 and requesting the police, instructions from the emergency response team will be followed
- The parent(s) will be contacted
- All other children will be kept safe and secure, reassured and calmed where necessary
- The police will be given as many details as possible including details of the child, description of the abductor, car registration number if used, time

and direction of travel if seen and any family situations that may have impacted on this abduction.

- Any incidents must be recorded in writing as soon as practicably possible including the outcome, who was abducted, time identified, notification to police and findings
- In the unlikely event that the child is not found, the nursery will follow the local authority and police procedures
- Ofsted will be contacted and informed of the incident
- With incidents of this nature parents, carers, children and staff may require support and reassurance following the traumatic experience. Management will provide this or seek further support where necessary
- In any cases with media attention staff will not speak to any media representatives
- Post-incident risk assessments will be conducted following any incident of this nature to enable the chance of this re-occurring being reduced.

We will activate this emergency procedure Lock down / emergency evacuation) in response to a number of situations, but some of the more typical might be:

Emergency Evacuation Procedure

On discovering a fire:

- Calmly raise the alarm
- Take children's registers

Take any emergency medication if needed

Ground floor

- Preschool children, and those in Ivy Room, office or the Staff Room will evacuate the building through the lobby area and the main door.
- Should the lobby be blocked off the evacuation should take place through the side exit in Preschool and the garden door.
- Children playing in the garden will use the garden exit to evacuate the building.
- The assembly point is by the red door of Paradise Road Parking on Grosvenor Road.

First floor

- Toddler Room children will evacuate the building through the lobby area and the main door helped by Kitchen staff.
- Should the lobby be blocked off the evacuation should take place through the side exit in Preschool and the garden door. In this case Toddler Room children will use back staircase to evacuate the building.

- The assembly point is by the red door of Paradise Road Parking on Grosvenor Road.

Assembly Point Arrangements

- The teachers will do a headcount to make sure everyone is accounted for.
- Teachers will do the register
- Children or adults with mobility difficulties should be escorted from the building by the member of staff attending or caring for that individual/child. Additional support may be required, such as walking aids or another member of staff, depending on the person's condition

The person in charge is to:

- Staff register, phone, keys, visitor book, evacuation bag (containing emergency contacts list, nappies, wipes, and blankets)
- Contact emergency services using the nursery mobile phone: dial 999 and ask for the fire service
- Account for all adults - staff and visitors
- Advise the fire services of anyone missing and possible locations and respond to any other questions they may have.

If you are unable to evacuate safely:

- Stay where you are safe
- Keep the children calm and together
- Wherever possible alert the manager of your location and identity of the children and other adults with you.

Emergency lock down procedure

We will use the lock down procedure when the safety of the children, staff and others on the premises are at risk and we are better placed inside the current building, with doors and windows locked and blinds and/or curtains closed.

Partial lockdown is a precaution aimed to keep children and staff safe while remaining indoors. This may be 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 result in a warning being received regarding the risk of air pollution, etc.

In a partial lockdown, staff and children should remain in the building and keep all doors and windows closed and any doors leading to outside areas should be locked, dependant on the threat and the location of the threat.

Only if safe to do so staff, parents and children will be allowed to enter or leave the premises whilst in lockdown.

Partial Lockdown

In the event of an emergency requiring a partial lock down, the following procedure will be implemented:

- All staff will be informed of partial lockdown
- Headteacher/Deputies or person in charge to secure the building by locking the front door and back door, room staff to close all windows and check the toilets for children. If applicable person in charge to contact the emergency services 999.
- All staff to remain calm and reassure the children. Children to carry on with daily routine and activities.
- Room leaders to do a head count and report to the office.
- Only if safe to do so parents will be let into the rooms and children will be released to parents during a partial lockdown and only if safe to do so will be able to leave the premises. Parents will be informed on collection of their child/ren that a partial lock down has taken place.
- Do not leave the safe area until told to do so by the person in charge/ emergency services.

Full Lockdown

In the event of an emergency requiring a full lock down, the following procedure will be implemented.

- A senior member of staff will sound the whistle which can be found in each room.
- Headteacher/Deputies or person in charge to secure the building by locking the front door and back door, room staff to close all windows and check the toilets for children. If applicable person in charge to contact the emergency services 999.
- Children and staff to assemble to their rooms designated safe place, all staff and children to be accounted for once in their area.
- If hearing the whistle and not in your base room you must go to the nearest safe place within the nursery.
- Staff and children to immediately go to their safe places.
- Room leader/ person in charge to complete a head count.
- When safe to do so contact all the children's parents/carers or emergency contacts (numbers can be found on the back of registers).

- Do not leave the safe place until told to do so by leader/ emergency services.
- Children will not be released to parents during full lockdown and staff will not leave the premises unless instructed to do so by the authorised personnel/leader/ emergency services.
- Staff and children to sit quietly, adults to reassure the children in a calm manner.
- If children are outside during a full lockdown then they would gather in the closest safe place which is preschool.

Once the all-clear has been given externally, the Headteacher/ Deputies will issue the all-clear internally. After this time the staff will try to return to normal practice to enable the children not to be disrupted or upset by the events.

Any children showing worries or concerns will have one-to-one time with their key person to talk about these.

Parents will be informed about the situation at the earliest safest opportunity and will be kept updated when the information changes.

After the event a post-incident evaluation will be conducted to ensure that each child and staff member was supported fully and the procedure went as planned. Ofsted will be informed.

Regular drills will be held to practice exercising the lock down procedures, using non-alarming scenarios.

Policy Adopted: November 2025

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