



# Abbey Wood Grange

## Lock Down/Disaster Policy

The safety of everyone in the nursery is given the highest priority.

There are some occasions when it may be necessary to keep the children inside the nursery buildings for their safety. Examples range from Extreme weather, toxic spills/leaks on roads near nursery site, unknown person roaming site who is perceived to be a threat etc. .

Depending on the type and severity of the incident, you may be asked NOT to collect your children from nursery as you may put yourself and your children at risk. You also may not be able to contact the nursery by telephone as we may be using this to contact the authorities. Please listen to the local radio stations for information. There may also be further information on the nursery website.

[www.abbeywoodgrange.com](http://www.abbeywoodgrange.com)

As a result of an incident your children may have been moved from their normal playroom to another safer place within the nursery, so please, do not be unduly worried if they are not in their normal room. All children will be supervised at all times and communication with parents and carers will be re established once the incident has been dealt with or advice given from the appropriate authorities/emergency services.

If the end of the day is extended due to the lock down, parents will be notified and will receive information about the time and place the children can be picked up from Management or Emergency services.

A letter to parents will be sent home on the nearest possible day following any serious incident to inform parents of the context of lockdown.

### **PROCEDURES TO FOLLOW IN THE EVENT OF 'LOCK DOWN'**

**A Manager or most senior staff member on the premises will telephone each room from the office to alert the staff that they are in a lockdown situation.**

Possible reasons: Extreme weather, toxic spills/leaks on roads near nursery site, unknown person roaming site who is perceived a threat etc.

The Manager or most senior staff member on the premises is to control the lockdown.

All staff and children are to remain and or proceed indoors and follow lockdown procedures:

1. Lock all doors and close all windows, pull down blinds on windows that have them.
2. Keep all children inside.  
**Keep all children in the Nursery Building and keep them calm and as quiet as possible, stay away from the windows and doors.**
3. Ensure all children/staff are present and all emergency medication e.g. Epi Pens, Asthma Medication etc. are available
4. All doors to be locked and main entrance not to be opened.
5. Telephone POLICE: 999; or other Emergency Services, if required. (NO other phone calls are to be

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made to keep the main nursery line clear for emergency contact. In extreme emergencies Management would use personal mobiles to make contact with necessary emergency services or parents/carers)

6. Do Not Attempt to interact with the perpetrator.

7. Follow directions from the manager or senior controlling staff member or lead officer from emergency services An "All Clear" (said) announcement will end the lockdown. If a Safeguarding issue arises from the situation then we follow the guidelines of the Police and the Local Authority.

**\*IT IS CRITICAL TO REASSURE CHILDREN AT ALL STAGES TO AVOID UNDUE DISTRESS.  
CHILDREN MUST REMAIN UNDER THE SUPERVISION OF A MEMBER OF STAFF AT ALL TIMES**

Manager or Senior Controlling Staff member to notify parents as soon as possible after the lockdown via website/phone calls/email etc.

**ANTI TERRORIST HOTLINE:- 0800 789321**