



St Bede's Childcare Ltd

Emergency Lock down procedures

The lock down procedures could be triggered by a number of situations including:

- An incident in the local community
- An unauthorised person on site
- An unexplained package found on site
- Following instruction from the emergency services

If one of these instances occurs it is prudent to ask staff and children to stay in the room where they are until a senior member of staff can ascertain the level of risk, if any. As such, we will action the lock down procedures below. We will ensure we remain as calm as possible to ensure the children are emotionally supported also.

Alert Sound: The below prompts will indicate the lock down procedures should be actioned immediately.

- **A senior member of staff will blow a whistle sounding 3 short blasts of two seconds**

Action: The action below must be implemented once the Lock-Down alert has been activated.

- **All Children and staff should with immediate effect remain in the room**
- **Staff in offices should remain in the office which they are based**
- **Senior in charge to lock the front door**
- **Any staff or children out of their room should return to their relevant base room or the nearest safe room (xxxxxx)**
- **All window blinds to be closed, lights turned off and external doors locked**
- **A senior manager to evaluate the incident. to ascertain the next actions required**
- **Kitchen staff to lock the outer kitchen door then await further instructions from a senior manager.**
- **Call 999 and ask for police assistance, stating your Nursery/ Club name and address.**
- **Follow the instruction given by the Police**
- **Parents will be informed via phone of the lock down using a mobile phone and not the nursery/club landline Social media will also be updated.**

End of Incident:



- Once the situation is resolved a senior member of staff will again blow the whistle in three short blasts to notify staff that the lock down has been released.

Debrief:

The Manager to debrief all staff on the incident and inform all parents what had occurred and provide reassurance for the safety of all children and staff.

Ofsted will be informed.

Risk assessments will be reviewed.

Date approved:	
Review Date:	
Signed Manager:	