



## **Cornerstone Nurseries Lockdown/Intruder procedure**

Lockdown Procedures should be seen as a sensible and proportionate response to any external incident which has the potential to pose a threat to the safety of the children and adults in our setting.

Lockdown procedures may be activated in response to any number of situations. Possible reasons could be but not restricted to:

- Terrorist attack
- Intruder in the setting or Aggressive person
- Disturbance in the local community with potential to cause risk
- Bomb threat, outside environmental factors such as major fire in the area, smoke plume, gas cloud etc.

**All staff have been told to be vigilant and if anything they see is deemed as a lockdown risk they know how to take the appropriate action.**

### **PARTIAL LOCKDOWN ACTION**

In the event that a threat is not imminent but we have been notified of a possible risk, the Manager or Deputy in charge will inform all staff that there is a potential risk and the following action will be put into place IMMEDIATELY...

- All children will be brought in from outside areas.
- All external doors will be locked and windows closed.
- Children and staff may continue to act and play as usual unless further advice is given that a full lockdown is required.
- Staff must remain vigilant.

### **FULL LOCKDOWN ACTION**

In the event of the nursery being under threat we will implement the following lockdown procedures:

**If an Intruder has gained access inside the building by force**

**Cornerstone Day Nursery staff raise the alarm\* using old fashioned school bells located by each external patio door**

**Cornerstone Miss Muffet staff raise the alarm\* using whistles attached to their lanyards.**

The management and administration staff will raise the alarm\* and call 999 and adhere to the instructions of the police.

Upon hearing the alarm, this means that an intruder or violent/aggressive person has already entered the setting, staff in all the rooms will...

- Bring all children on freeflow patios back inside quickly
- Any children in the Nursery main garden will re-enter the nursery.
- Once all children are accounted for inside, lock all internal and external doors and close the windows as quickly and as safely as possible.
- Draw any blinds available.
- All children will remain in their rooms until the Manager/Deputy/Director or a Police Officer advises further.
- Staff should keep calm and attempt to keep children calm, if at all possible, sit out of sight of internal windows and doors
- In the event that an intruder is trying to gain access to a room, staff should barricade internal doors with any available heavy furniture such as drawer units.
- No parents/visitors apart from the emergency services will be granted entry during a lockdown procedure.

**If a staff member spots an intruder on a nursery freeflow patio or in the nursery garden they must ...**

- Bring in any children playing outside immediately
  - Miss Muffets can use their garage facility and are able to lock themselves into the garage if it is more fitting than bringing children into the nursery building.
  - lock patio doors
  - Raise the alarm\* themselves using their bells or whistles
  - Upon hearing the alarm\* if able to, staff raise the alarm\* themselves also, this will ensure the sound is louder and carries better around the nursery alerting others.
  - All rooms must bring in any children from outside areas immediately.
  - If staff are in the main garden they should return back inside immediately.
  - All children must be headcounted and accounted for.
  - Lock all external doors and close all external windows
  - Draw any blinds we have available
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- **At Cornerstone Day Nursery**, the under 2's rooms staff must use the additional bike locks on doors and in the hallway, the Manager will check the children are not in the garden before applying the bike lock to the back door and pulling the blind.
  - All staff & children will remain in their rooms until told otherwise.
  - The Manager/ Deputy on the premises at the time will call 999 and where possible notify the Owner and Director.
  - Staff are to remain calm and await instruction from the management team.
  - If the Police are called they will let us know when we are safe and the incident is over, or

a member of the Senior Management team will cascade this information through to the Staff team.

### **After lockdown has taken place:**

A letter to parents will be sent home as soon as possible following any serious incident to inform parents of the context of lockdown.

Following the need for lockdown, the setting management will create a full record of the event. Policies and procedures will be reviewed as soon as possible to identify any areas for potential development.

The Owner and Operations Director will be made aware of the incident.

A notification of a significant incident will be made to Ofsted within 14 days (preferably as soon as possible after the incident).

**PLEASE NOTE:** Staff will practise this during staff meetings. We will not be practising with the children as we feel this could cause them undue stress.

### **PARENTS SHOULD NOT**

- Contact the setting during lockdown as this could block telephone lines that are needed for contacting emergency services
- Should not come to the setting during lockdown. This may place themselves and others in danger.

### **PARENTS SHOULD**

- Wait for the setting to contact them about when it is safe for them to come and collect their child/children.

To reduce the risk of someone entering the building to cause harm, procedures include:

- Keypad entry system on main door
- Keypad entry system on second door to nursery, only given to staff members - parents have to ring the doorbell
- Parents told to inform us if anyone other than themselves are collecting/dropping off
- We have a password system and may ask for photo identification of anyone collecting a child who we haven't seen before
- Outside lighting so we can see when it gets dark