



The aims of our lockdown Policy are:

- To ensure that all staff and adults are aware of the procedures involved in keeping children safe in the event of a security incident or threat from outside the nursery.
- A **security incident** is a warning that there may be a threat.

This may be a threat to an individual child from a person known to be violent or offer harm, or a wider threat to the whole nursery.

When the principal/deputy becomes aware of a security incident whether it's on nursery premises or on the wider Chilton School site, they will notify police immediately.

The manager will inform the staff of the **AMBER** alert by following these steps:

1. Inform staff that there is a security incident on the premises of the nursery or the school grounds and inform that is an 'Amber alert'.
2. All staff and children are to stay in the classrooms and carry on as normal. No one must go outside.
3. Any children playing outside must return inside as quickly as possible shutting the doors behind them.
4. Close all windows.
5. Close all curtains.
6. Wait for further instruction from the Manager.

The manager will inform the staff of the **RED** alert by the following steps:

1. All staff and children are to remain in their classrooms and move to the furthest point away from the door, preferably out of sight of the door.
2. Kitchen staff must move to the nearest classroom.
3. All windows are to be closed, where possible.
4. All blinds are to be closed, where possible.
5. Staff are to keep the children calm and quiet as much as possible as not to alert any intruders on the nursery premises.
6. Children playing outside must come inside at once shutting all doors behind them.
7. No one is to enter or leave the nursery unless it is the emergency services.
8. The staff are to wait for further instruction from management or emergency services.
9. The manager will stay in contact with the police for further instructions.

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If it is necessary to evacuate, the manager will:
Come to each classroom with evacuation instructions
OR
Sound the fire alarm and make way to assembly point

Bomb Threat

Most bomb threats are made over the phone and the overwhelming majority are hoaxes, made with the intention of causing alarm and disruption.

If a bomb threat is received, the call recipient should:

Stay calm and listen carefully

- If practical, keep the caller talking and alert a colleague to **dial 999**
- Once off the phone, dial 1471 to obtain the number
- If the treat is recorded message, write down as much detail as possible
- Follow police advice
- Alert the headteacher and confirm that the police have been notified
- Close all windows
- Close all blinds

The management will make an assessment of the threat and seek further advice from the emergency services where appropriate.

If the threat is deemed plausible then the management will order the activation of the fire alarm and evacuation of the building.

If there is not enough time to follow these procedures and in an act of emergency, then:
(please try and take responsibility of a number of children according to the normal ratios)

RUN

- Escape if you can
- Consider the safest options
- Is there a safe route? RUN if not HIDE

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- Can you get there without exposing yourself to greater danger?
- Insist others leave with you
- Leave belongings behind

HIDE

- If you cannot RUN, HIDE
- Find cover from gunfire
- If you see the attacker, they may be able to see you
- Cover from view does not mean you are safe, bullets go through glass, brick, wood and metal
- Be aware of your exits
- Try not to get trapped
- Be quiet
- Lock/barricade yourself in
- Move away from the door

TELL

- Call 999 – What do the police need to know? If you cannot speak or make a noise listen to the instructions given to you by the call taker
- If the caller doesn't reply, the assistant will ask for them to 'cough', or make some other noise in the case of a police emergency.
- If even making any sound is dangerous the call will be put through to an automated system which asks the caller to press '55' if they're in trouble.
- Location – where are the suspects?
- Direction – Where did you last see the suspects?
- Descriptions – Describe the attacker
- Further information – Casualties, types of injuries, entrances, exits, hostages
- Stop other people entering the building unless safe to do so.

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Signed for and on behalf of Foxglove Nurseries

Lindsey Harvey (Principal) :

Date :

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