



# PEMBURY SCHOOL HOUSE NURSERY

## CHILD PROTECTION

### Lockdown Procedure

(Information in this document has been taken from Kelsi, a resource for school professionals in Kent run by Kent County Council).

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

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

1. A reported incident or disturbance in the local community (with the potential to pose a risk to children and adults in the setting)
2. An intruder onsite (with the potential to pose a risk to children and adults in the setting)
3. A warning being received regarding an environmental risk locally, of air pollution (smoke plume, gas cloud etc.)
4. A major fire in the vicinity of the setting
5. The close proximity of a dangerous animal

#### 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 AS THIS MAY PLACE THEMSELVES AND OTHERS IN DANGER
- INSTEAD WAIT FOR THE SETTING TO CONTACT THEM ABOUT WHEN IT IS SAFE FOR THEM TO COME AND COLLECT THEIR CHILD

#### Partial Lockdown

A partial lockdown is a precaution aimed to keep children and staff safe while remaining indoors. This may be as a result of a reported incident/civil disturbance in the local community with a LOW RISK potential to pose a risk to children and staff in the setting. It may also be as a result of a warning being received regarding the risk of air pollution, etc. In a partial lockdown staff and children should remain in the building and all doors leading outside should be locked. No-one should be allowed to enter or leave the building; however the setting can continue as usual.

#### What Will Happens During Partial Lockdown

- All outside activity to cease immediately, children and staff return to building.
- All staff and children should remain in the building and external doors and windows should be locked.
- Free movement may be permitted within the building dependent upon circumstances
- In the event of air pollution or chemical, biological or radiological contaminants issue, air vents, fans, heating and air conditioning systems will be closed or turned off.
- Seal up all the cracks around doors and any vents into the room – aim to minimise possible access points of pollutants, using the masking tape in the classroom.

#### Full lockdown

This signifies an immediate threat to the setting and may be an escalation of a partial lockdown; should this unique situation arise the main classroom is considered to be the most appropriate place to house all staff and children. This area is quickly accessed by all children, for example if free-flow is in operation the children are able to be moved from surrounding rooms (utility area or entrance hall)

and also allows for an exit option via the front or rear of the property. We would remain inside and in lockdown until directed otherwise by the police.

Immediate action:

- Announce “LOCKDOWN, LOCKDOWN, LOCKDOWN!”
- All children and staff should gather in the main classroom downstairs
- A register should be taken and headcount completed of all staff and children at the setting
- If anyone is missing the manager will deploy staff if appropriate to do so to locate who is missing
- Management will deploy staff to carry out tasks
- External doors will be locked
- Lock windows, draw blinds and curtains, cover internal door windows (so an intruder cannot see in)
- Staff and children to sit quietly out of sight and where possible in a location that would protect them from harm such as gunfire (bullets go through glass, brick, wood and metal). Consider locations behind substantial brickwork or heavy reinforced walls.
- Turn off lights
- Turn mobile phones to silent if to hand (so they cannot give away your position)
- A senior member of staff to ring 999 to report the incident and follow their instructions
- Staff to raise the alarm with the local school as we are on a shared site
- Children should not be released to parents during a lockdown and staff should not leave the premises unless instructed to do so by the police
- Office staff to bring down landline telephone (turn volume down) and turn mobile phones to silent.
- Parents will be informed through social media the setting is in lockdown and contact must not be made during this time. The following wording will be used if possible:  
*‘Due to an incident we have been advised by emergency services to secure the premises and stay put until we are given the ‘all clear’. Please DO NOT attempt to collect your child until safe to do so. We will let you know as soon as we are able when that is likely to be. In the meantime, we need to keep our telephone lines clear and would appreciate your cooperation in NOT calling us.’*
- Doors could be barricaded using the tables and furniture if necessary
- We would remain in the classroom until told otherwise by the authorities
- On being told to do so by the police, we would contact parents to notify them of the incident. The telephone would be manned to receive incoming calls

This policy was updated and adopted by the Trustees of Pembury School House Nursery on:

Date: ..... Signed on behalf of the Trustees: .....

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