

Happy, Confident, Independent.

Children develop a sense of belonging, respect and autonomy of voice through a varied and well-directed early education.

01 Health and Safety Procedures

01.21 Terrorist threat/attack and lock-down

Most procedures for handling an emergency are focussed on an event happening in the building. However, in some situations you will be advised to stay put (lock-down) rather than evacuate. 'Lock-down' of a building/group of buildings is intended to secure and protect occupants in the proximity of an immediate threat. By controlling movement in an area, emergency services can contain and handle the situation more effectively.

- The setting manager assesses the likelihood of an incident happening based on their location.
- The setting manager will check our police website for advice and guidance.
- Local police contact numbers are clearly displayed for staff to refer to.
- Staff rehearse simple 'age appropriate' actions with the children such as staying low to the floor, keeping quiet and listening to instructions in the same way that fire procedures are practiced. Lock-down must be rehearsed and recorded termly.
- The setting manager is aware of the current terrorist alert level, as available at www.mi5.gov.uk/threat-levels.
- We follow any additional advice issued by the local authority.
- Emergency procedures are reviewed and added to if needed.
- Information about this procedure is shared with parents and all staff are aware of their role during 'lockdown'.
- A text/phone message is issued to parents when lockdown is confirmed.

Suggested wording for parent message

Due to an incident we have been advised by the 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 it is safe to do so. We will let you know as soon as we are able to 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 unless it is vital that you speak to us.

Lock-down procedures

If an incident happens the setting manager acts quickly to assess the likelihood of immediate danger. In most cases the assumption will be that it is safer to stay put and place the setting into 'lockdown' until the emergency services arrive. As soon as the emergency services arrive at the scene staff comply with their instructions.

Procedures

A lockdown will be initiated by a member of staff blowing the whistle 3 times to gather all of the children together as quickly as possible (and to take them inside the building as necessary). There are two types of Lockdown:

Partial Lock down

A partial lockdown is a precaution aimed to keep children and staff safe while remaining indoors. Children and staff should remain in the building and all doors and windows leading outside should be locked. No one should be allowed to enter the building, however, the setting can otherwise continue as usual.

Lockdown will be signalled by the **Whistle being blown**.

All individuals including children will remain in the areas they are in, if safe to do so. If the children are outside, staff are to promptly and calmly direct children into the building, if this will not endanger them. Staff will make efforts to close and lock doors wherever safe to do so.

All individuals will keep away from windows and doors and children will be occupied in the centre of the room so they are not placed at risk or are able to see the situation developing outside.

- Close curtains and blinds where possible.
- Stay away from windows and doors.
- Stay low and keep calm

The manager will ensure that all children, staff and visitors are accounted for and safe before returning to the office area to keep up to date with the current situation via updates. The manager on duty will manage the situation dependent on the situation and the information available. If the setting is in immediate danger of an intruder, the police will be called as a matter of urgency. In other cases where the situation has been alerted by the police or local area authority then the setting will await further instructions.

Once the all clear has been given externally the manager will issue the 'all clear' internally. After this time the staff will try to return to normal practice to enable the children not to be disrupted or upset by the events.

Any children showing worries or concerns will have one to one time with their key person to talk about these.

Full lock down

We use a code word to clearly identify that an emergency lockdown procedure is required. In our setting these code words are HIDE-HIDE-HIDE. These words are known to all staff, volunteers and students (and unthreatening to the children) and the following procedure will be implemented:

Lockdown will be signalled by the **Whistle being blown. Follow procedure as for the partial lockdown**

All individuals including children will remain in the areas they are in, if safe to do so. If the children are outside, staff are to promptly and calmly direct children into the building, if this will not endanger them. Staff will make efforts to close and lock doors wherever safe to do so.

All individuals will keep away from windows and doors and children will be occupied in the centre of the room so they are not placed at risk or are able to see the situation developing outside.

- Close curtains and blinds where possible.
- Stay away from windows and doors.
- Stay low and keep calm

If the situation escalates the **'Hide, Hide, Hide'** protocol will be implemented.

On hearing Hide, Hide, Hide teachers should quietly and calmly move children into a safe area (Corridors). Close all doors leading to classrooms and bathrooms.

We will follow the guidance of the relevant emergency services and take direction from them at all times. The manager and/or senior person on the premises will be the point of contact and liaise with the emergency services.

All Staff

- Calmly move the children into the corridors and close the internal doors.
- headcount the children in your care, alerting the manager if any are missing
- cover the window and external door if possible
- remain in the corridors until the manager deems the premises as safe
- attempt to keep the children as quiet and calm as possible until the dangerous situation is over

Manager

If an emergency happens the setting manager must act quickly to assess the likelihood of immediate danger. In most cases the assumption should be that it is safer to stay put and place the setting in Lockdown until the emergency services arrive.

- The Manager or Deputy will immediately call 999
- Assign the management of the children in your care to another member of staff
- collect the first aid box, register, visitors book and contact information
- sweep through the building for children or visitors left behind
- secure all external windows and doors and close curtains if safe to do so
- turn off lights, computer monitors and put smart phones on silent

As soon as the emergency services arrive it is essential that staff comply with the instructions at all times.

Depending on the expected time period of the Lockdown it may be necessary for us to inform the children that they will be staying at the setting for longer than normal. This will be done sensitively and in an age appropriate way with children receiving support of their key person.

In extreme circumstances it will be possible for us to provide overnight care.

Communication with parents

Any emergency situation which requires us to lockdown rather than evacuate will understandably be a frightening time for parents and guardians and therefore communication with them is paramount. In a lockdown situation we will do this via mobile telephone if safe to do so. If not safe, and in agreement with the emergency services, we may use other forms of electronic communication such as email or social media sites to communicate with parents/guardians.

- Parents will be informed about the situation at the earliest safest opportunity and will be kept updated when the information changes.
- Where possible we will inform them of the expected time period of the lockdown, information that is available to us from the emergency services and our plans.
- parents will be kept informed of the current position at agreed periods relevant to the situation.
- parents are asked not to call the setting as this could jam the telephone lines meaning we miss vital information from the emergency services and as it will also take staff away from caring for the children.
- parents are requested not to attempt to collect their child as to do so may put increase strain on the emergency services or themselves at risk.
- once the all clear has been given or the emergency services inform us to evacuate to a safe area parents will be contacted to collect their children.
- in situations where we are unable to communicate directly with parent/guardians the advice is to tune to local radio for information or to contact incident help lines which are set up.

When any danger has subsided the incident will be recorded in our major incident record. Details of the incident, the staff and children involved and the action taken will be recorded. If necessary the incident will be reported to Ofsted and other relevant agencies.

After the event a post-incident evaluation will be conducted to ensure that each child and staff member was supported fully and the procedure went as planned.

Suggested wording for message to parents:

Due to an incident we have been advised by the 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 it is 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 unless it is absolutely vital that you speak to us.

During 'lock-down'

- Staff and children stay in their designated areas if it is safe to do so.
- Doors and windows are secured until further instruction is received.
- Curtains and blinds are closed where possible.
- Staff and children stay away from windows and doors.
- Children are encouraged to stay low and keep calm.
- Staff tune into a local TV or radio station for more information.
- Staff do NOT make non-essential calls on mobile phones or landlines.
- If the fire alarm is activated, staff and children remain in their designated area and await further instructions from emergency services, unless the fire is in their area. In which case, they will move to the next room/area, following usual fire procedures.

The door will not be opened once it has been secured until the manager is officially advised “all clear” or is certain it is emergency services at the door.

During lockdown staff do NOT:

- travel down long corridors
- assemble in large open areas
- call 999 again unless there is immediate concern for their safety, the safety of others, or they feel they have critical information that must be passed on

Following lockdown:

- Staff will cooperate with emergency services to assist in an orderly evacuation.
- Staff will ensure that they have the register and children's details.

- Staff or children who have witnessed an incident will need to tell the police what they saw. The police may require other individuals to remain available for questioning.
- In the event of an incident it is inevitable that parents will want to come to the setting and collect their children immediately. They will be discouraged from doing so, until the emergency services give the 'all clear'. Staff will be always acting on the advice of the emergency services.

Recording and reporting

- The setting manager reports the lockdown to their line manager as soon as possible. In some situations, this may not be until after the event.
- A record is completed as soon as possible.

Further guidance

Members of the public should always remain alert to the danger of terrorism and report any suspicious activity to the police on 999 or the anti-terrorist hotline: 0800 789 321.

For non-emergency, call the police on 101.

This policy was adopted by

Ringrose Kindergarten Chelsea

On

August 2021

Date to be reviewed

July 2022

Signed on behalf of the provider

Name of signatory

Lucy Hustler

Role of signatory (e.g. chair, director or owner)

Principal