**8.9 Critical Incident and Lock Down Procedure**

**Definition:**

A lockdown or evacuation occurs when circumstances dictate that the safety of the children and staff is better ensured inside the building with doors and windows locked and blinds drawn. Lockdown procedures may be activated in response to any number of situations; these may include:

* A reported incident/civil disturbance in the local community
* An intruder on the school or pre-school site
* A warning being received regarding a risk locally from air pollution (smoke plume, gas cloud etc)
* A major fire in the vicinity of our setting
* The close proximity of a dangerous dog roaming loose

**Procedure:**

* The safety of all personnel is the primary focus in managing the situation – notifications and reporting are secondary to safety issues.
* Remain calm – it is important not to convey any sense of panic or danger to our children
* Move slowly
* Obey instructions
* Do not provoke an incident.

1. The Manager will alert other staff calmly and quietly. If appropriate, she will contact police on 999, making them aware of the situation and that there are children in the building. The Manager will also make the Chair aware of the situation at the earliest opportunity.
2. The Pre-school Manager or Chair will inform the Administrative Manager as soon as possible.
3. Any staff and children who are in the outdoor area will come into the building.
4. When everyone is inside staff will lock the doors and windows and pull blinds down.
5. Staff will ensure children stay inside in an area deemed safest. Staff will endeavour to keep children calm and as quiet as possible by using distractions such as board games, make a den, reading stories etc so as not to alert any intruders to their presence. Children are encouraged to stay low and keep calm.
6. If children are to be evacuated, they will do so in a quiet and orderly manner, the manager will take the register. We evacuate to the Primary School or if we need to go further to The Old School
7. The Pre-school Manager informs the Primary School of the situation and will liaise with them as necessary
8. If there is police or emergency service involvement, we take instructions from the officer in charge.
9. The Administrative Manager will endeavour to contact parents of the situation in a way that does not cause alarm.

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.*

## The door will not be opened once it has been secured, until the manager is officially advised “all clear” by the Police Officer in charge or is certain it is emergency services at the door. During lockdown staff do NOT 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

1. Once the incident is over and it is confirmed that all children and staff are safe, the incident will be recorded and logged in an Incident File. OFSTED will be informed within 24 hours of the incident. The Police may access this record for their investigation if required.

## 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.

**REMEMBER:**

**RUN: escape if you can**

**HIDE: if you cannot run, HIDE**

**TELL: 999. Make a report of the incident when it is safe to do so remembering as many details as you can.**

* 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 should be rehearsed and recorded termly.
* 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’.

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.

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| This policy was adopted by | Cumnor Pre-school Nursery | *(name of provider)* |
| On | 6 March 2024 | *(date)* |
| Date to be reviewed | March 2025 – Term 4 | *(date)* |
| Signed on behalf of the provider |  | |
| Name of signatory | Melissa Round | |
| Role of signatory (e.g. chair, director or owner) | Committee Member | |