

Effective Date: April 2019	Last Revised: April 2019
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## Early Education & Childcare Lockdown Procedure

### Rationale

As part of our Health and Safety policy BS3 Community has a Lockdown Procedure which applies to both the Southville Centre Nursery and the Chessel Centre Nursery.

On very rare occasions it may be necessary to seal off all, or part of, our buildings, so that they are not able to be entered from the outside. This will ensure that children, older people, employees and visitors are safe in situations where there is a hazard on our premises or in the near vicinity.

A lockdown is implemented when there is a serious security risk to the premises due to, for example, a nearby chemical spillage, the presence of dangerous dogs, serious weather conditions, an incident or civil disturbance in the area or attempted access by unauthorised persons intent on causing harm/damage.

### Lockdown Signal

Our primary lockdown signal is a broadcasted message, via the telephone system. This is activated by pressing #302 and speaking into the handset. The person activating the lockdown should clearly state, and if possible repeat at least three times on the walkie talky : 'ATTENTION LOCKDOWN' followed by the site name.

Where it is not possible to use this method (for example if there is concern it may increase the level of threat), then other methods, for example an email message to all colleagues, or an instruction to a colleague to issue a signal may be considered. This will be entirely dependent on the context and location of the threat.

*If appropriate a member of staff should also be designated to call 999 and report the threat to the police.*

### Bomb threats:

In January 2016, NaCTSO (National Counter Terrorism Security Office) provided the following advice to leaders of schools and other relevant establishments.

Procedures for handling bomb threats:

Most bomb threats are made over the phone and the overwhelming majority are hoaxes made with the intent of causing alarm and disruption. Any hoax is a crime and, no matter how ridiculous or unconvincing, must be reported to the police.

Be alert, but not alarmed!

On receipt of a “bomb threat” - Dial 999 and police will respond. You should always consider their advice before a decision is taken to close or evacuate.

## **Roles and Responsibilities**

### **Executive Head of EE&C & Lead Facilities Co-ordinator**

1. Ensure there is a clear signal which will alert staff to a Lockdown, while at the same time not agitating any person of threat, if that is the nature of the alert.
2. Ensure that the Lockdown Procedure is accessible to ALL staff
3. Allocate key roles and ensure deputies for those staff in case of absence. Ensure the Lockdown procedure is rehearsed at a frequency that reflects local risk assessment, but at minimum twice per year
4. Update staff with information on emergency services exercises, disputes with parents/carers, custody cases, relevant court orders, etc.
5. Inform parents/carers of the procedure they should follow in the event of a Lockdown e.g. if there is an incident such as a large fire in nearby premises, parents should not come to the centre for your children as they may be putting themselves at risk.

We will be keeping all doors firmly closed- we will be keeping all children safe. We will be updating parents via our website with information; please do not contact the centre via telephone as we will be using the telephone for communicating with the authorities.

**After Lockdown- review lessons learnt from the incident with appropriate parties logging all information.**

## **Early Education & Childcare Lockdown Procedures**

**On hearing the broadcasted message:**

### **Threat is outside the building**

Early Years Practitioners: If you are informed about a threat outside the building, you should calmly gather children, move them away from all windows and doors and ensure all doors and windows are shut as quickly as possible. The person in charge of the group will need to judge the situation, taking the children as far away from the danger as possible into the safest space in the room at that time, pretending it is a game of being as quiet as mice. A staff member should call the police if they are the first to witness the threat and call the Executive/Associate Head or another staff member in another room to pass on the information to others.

Examples of safe spaces to hide:

**Pearl Room** – bathroom

**Ruby Room** – bathroom

**Leighton Room** – bathroom, quiet room or cloak room

**Stackpool Room** – Creative area or bathroom

**Raleigh Room** – cloak/staff room

**Osborne Room** – remain in there or exit through fire exit into Raleigh Room

**Hall** – Area by Simon's office or Stackpool Room

### **Threat is inside the building**

If the emergency means staff and children need to leave the building, then adults to follow the Chessel Centre or Southville Centre standard fire procedures, if it is safe to do so.

However this will depend on where the threat is and the person in charge of the group should select the safest exit of the building as necessary.

**Chessel Centre alternative exit examples:** side door to Ruby Room (Pearl could exit through kitchen) or the utilities room.

**Southville Centre alternative exit examples:** fire exit by Simon's office, fire exit via Raleigh Room.

**Remain in the safe space until you are officially informed by the emergency services, or a member of SMT, that the threat is no longer there.**

### **During Lockdown**

#### Staff Inside the building

(Including Reception staff, EE&C office staff, SMT staff, Facilities Staff)

1. Remain by external doors until they are locked
2. Take on allocated duties or proceed to safe space
3. Lock external room doors and windows
4. Move away from windows (if appropriate) pull down blinds
5. Obtain calm
6. Conduct a roll call
7. If appropriate and safe to do so, send a headcount and the all-clear to Head/Associate of EE&C
8. Continue to carry out 'normal activities'
9. Await further instructions or confirmation that the incident has concluded.

#### Head/Associate EE&C/Buildings & Operations Manager

1. Take command and control, ascertain the cause of the alert
2. Ensure Emergency Services are contacted

3. Ensure that procedures have been activated and completed
4. Receive headcount and situation reports
5. Ensure occupants are moved away from potential hazards e.g. away from the part of the building facing fire or potential explosion or in storms moving away from atriums, parapets and chimneys
6. Agreed appropriate response to anxious parents or staff from other site such as:  
'Please do not come to the centre, you may put yourself and those here at risk. We will keep all our doors, windows etc. firmly shut and occupants safe. If you insist on coming to the centre we cannot let you in'

***Reviewed October 2020***

**Related documentation:**

1. Health & Safety Policy
5. Child Protection Policy
10. Fire Procedure