

## Lockdown

### Policy statement

Due to possible security threats and emergencies we want to ensure the best safety of children, parents and staff in the event of a local threat or emergency situation which could result in a 'lock down'; which is where procedures of staying in rather than evacuating the premises may result in the most secured safety.

### Procedures

Our policy is known using the 'Stay Safe' principles of Run, Hide and Tell. All children, staff and parents/visitors who are in the building at the time of the need for the Lock down procedure to take place are to make their way to the baby room; offering safety and security away from the main building. Staff are to encourage safe walking to the building and not show the children any concern or worry. Staff and children are encouraged to sit in the room at low level, with the supervisor locking the doors behind them. Staff members are encouraged to cover the windows as much as possible to avoid children noticing what is happening outside; they are encouraged to continue with activities as normal and play the music to avoid any background sounds being heard by the children.

Management are to keep safe but remain in the main building; ensuring the outer door is locked and ensure extra security is given to the building. Management are responsible to call 999 sharing the relevant information which is needed to them to ensure protection to the children, staff, business and local community.

Once emergency services arrive such as the Armed Police Response team it is important that calmness is remained and we listen to the officers instructions.

### Further guidance

- National Counter Terrorism Security Office (NaCTSO) Developing Dynamic Lockdown Procedures (2015)

This policy was adopted by \_\_\_\_\_ *(name of provider)*

On \_\_\_\_\_ *(date)*

Date to be reviewed \_\_\_\_\_ *(date)*

Signed on behalf of the provider \_\_\_\_\_

Name of signatory \_\_\_\_\_

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