

Peter Rabbit Nursery School



LOCK DOWN POLICY

Peter Rabbit Nursery lock-down policy aims to ensure that all children and staff remain in a safe and secure location in the event of a possible personal threat and that the exposure to danger and possible risk of harm are minimised.

Initial Notification

In the event of a critical incident requiring 'Lock Down', the person witnessing the incident must try to notify the manager of the nursery to raise the alarm.

The manager will determine the risk and need for a 'Lock Down'. The Manager will call the police, if required, whilst the remaining staff members will call the children into the nursery and gather them together at the end of the room near the cupboard to read to them.

Movement Around Building

All children and staff will remain in the nursery, if safe to do so, eg: move nursery children inside if there is a stranger on the premises or move to a safe area of the building if danger is in the nursery. Staff members will make safe efforts to close and lock rooms and windows which could permit access into the room. All lights are to be turned off. Staff must try to ensure children are kept calm and as quiet as possible. A register/head count should be taken at this time. If the alarm is raised during home/arrival times everyone is to be directed to the nursery as long as it is safe to do so. If children are outside playing, staff are to promptly direct children into the nursery, if it is safe to do so.

All Clear Signal

The 'All Clear' will be signalled by the manager informing all concerned.

Peter Rabbit Nursery will carry out an annual drill to highlight any issues and review the policy.

September 2023