

## **EMERGENCY LOCKDOWN PROCEDURES POLICY**

The Avenue Children's Centre recognises the potentially serious risks to children, staff and visitors in emergency or harmful situations. A lockdown may take place where there is a perceived risk of threat to the Setting, its staff, children, visitors or property.

A lockdown will be initiated by a member of staff raising their voice to gather all of the children together and take them inside the building as quickly as possible. The Nursery Manager or Deputy or most senior staff member will immediately call 999.

### **Lockdown procedures**

If possible the children and staff will remain in the relevant room and secure all the doors and windows. If however they need to vacate the room staff will move the children out of sight to the Sensory room and close the doors taking the nursery mobile phone and register, with emergency contacts.

The Room leader, or most senior member will complete a head count of children whilst the Manager/Deputy quickly checks the premises for any other children.

Everyone will remain out of sight until further instructions are received from the emergency services.

The staff will attempt to keep the children as quiet and calm as possible until the dangerous situation is over.

### **Once the danger has passed**

When we are completely sure that the danger is over, we will leave our safe place and continue our activities as far as possible.

The Manager or Deputy will phone the parents / carers to inform them of the incident.

Records will be made of the event and actions taken will be recorded in our incident book.

Ofsted and Early years will be informed within 24 hours of the incident occurring.

Date: **May 2022**

Review: **may 2023**