

Crescent Nurseries

LOCKDOWN AND SHELTER-IN-PLACE POLICY

Version	Last Amended/Changes	Author
1.0	Nov25 New policy "LOCKDOWN AND SHELTER-IN-PLACE POLICY"	Hannah MacGuire

Persons responsible

- Director – Faheem Chishti
- Fozia Shah – Senior Nursery Manager

Statement of Intent

Crescent Nurseries are aware of the potential risks to children, staff and visitors in the event of an emergency, such as a fire, or an emergency/threat developing both outside and within the premises. The following document outlines the procedures and policies that all staff must understand and implement.

Why we might need to use Lockdown

A lockdown may take place if we believe there is any possible risk to the children, staff, visitors or the nursery building. We will act to secure the safety of everyone in the following situations:

- Unauthorised person(s) on the grounds, considered dangerous.
- Any person attempting to abduct a child.
- A reported incident, disturbance in the local community.
- Situations caused by external spills/poisonous fumes, major fires in the vicinity of the nursery.
- The close proximity of a dangerously out-of-control animal.

Shelter-In-Place

Shelter-In-Place describes a situation where the recommended action is for all people in a building to stay in or seek a room/area that can be locked or secured. If a threat is from a person or persons during the shelter-in-place recommendation, the most secure room or area should be used. If the threat is from a weather condition, interior rooms or spaces are recommended, avoiding exterior windows or glass walls, if possible. If a room or space is chosen during a shelter-in-place, and the room cannot be locked, consider furniture or other items that can be used to discourage or prevent access to the room.

If the threat is outside of the nursery:

1. A member of staff will initiate a lockdown, instructing other staff to gather all children and bring them inside the building as quickly as possible. The Nursery Manager (or person in charge) will immediately call 999 (or 101 for the police, for non-life-threatening alerts).
2. The Nursery Manager (or person in charge) will complete a head count of children whilst another staff member quickly checks the premises for any other children. (Procedure instructions cont. on the next page).

If someone within the nursery becomes a threat to others:

1. In the event of an intruder/incident inside the building, the relevant section of the nursery will, if safe and practicable, be cordoned off by nursery staff.
2. A member of staff will initiate a shelter-in-place order, instructing staff to keep children in their rooms or bring them inside the building to the **most secure room** as quickly as possible will immediately call 999 (or 101 for the police, for non-life-threatening alerts).

Lockdown/Shelter In Place Procedures

3. Staff will secure all windows, close blinds and doors. Lights and monitors should be turned off. Everyone will remain out of sight, keep low and away from windows or doors. Staff must ensure that all phones are on silent and use should be restricted where possible. The staff will attempt to keep the children as quiet and calm as possible.
4. All staff must immediately comply with instructions from the emergency services once they arrive. A message will be sent to parents if near collection times, advising them to stay clear and not attempt to collect their child until informed that it is safe to do so. They should be kept informed by text or email and advised not to phone, as the phone lines need to be kept clear. No one should open doors until given the All Clear by emergency services.
5. If it is considered safe following the threat, the Nursery Manager will notify staff across the site that the emergency threat has been lifted, that they can turn lights and computers/devices back on, and that they should wait in the same room until everyone has been accounted for. As soon as possible after the Lockdown/Shelter-in-Place has been lifted, staff should take a register of children in their classroom and notify the Nursery Manager of any children unaccounted for. Children and staff should remain in the same room/office until this process is complete
6. Following the lockdown, cooperate with emergency services. If it is safe to do so, a full or partial evacuation of the premises, coordinated by the Nursery Manager or a senior staff member, may be carried out (following the evacuation procedures outlined in 09 - Fire Safety and Emergency Procedures). Staff must take the register, first aid kit, critical medications, and children's details with them. All staff and children who have witnessed an incident will need to speak to the police and give statements.

Lockdown procedures should be rehearsed and recorded. All staff must familiarise themselves with the location of fire points, fire control panel, fire extinguishers and fire blankets as outlined in Policy Document 09 – Fire Safety and Emergency Procedures.

Guidance for Parents and Carers in the Event of a Lockdown

If necessary, parents/carers should be notified as soon as it is possible to do so via the Nursery's WhatsApp messaging service that there is a lockdown situation in progress. They should be given enough information about what will happen so that they are reassured that everything possible is being done to ensure their child's safety:

- Parents/Carers **should not contact the nursery** as this will tie up the phone lines;
- Parents/Carers **should not attend the nursery** as this could interfere with the emergency services' access to the nursery, and they may put themselves in danger;
- Parents/Carers **should wait for the nursery to contact them** about when it is safe to collect their children.

Children **will not** be released to parents/carers during a lockdown.

Supporting staff and children after an emergency

Children and staff of any age may feel upset or have strong emotions after an emergency. Some may react immediately, while others may show signs of difficulty later. Helping them cope can keep them healthy in future emergencies.

Most people's distress will fade over time, but those directly affected by a disaster can become upset again if reminded of the event. Recovery takes time, so it's important to ensure they get the support they need.

For children within an early years setting, early years providers may consider the following strategies:

- Provide Opportunities to Talk: Encourage children to talk about their experiences, share concerns, and ask questions. Answer truthfully and correct any misinformation.
- Recreate Normal Routines: Return to normal routines and explain any changes. Help children understand the importance of structure.
- Be Mindful of Triggers: Be aware that reminders of the incident can upset children. Discuss how they are coping and adjust support as needed.
- Seek Professional Support: If a child remains anxious, fearful, sad, or angry, work with parents to seek professional help.

For supporting staff within a nursery setting, early years providers may consider the following strategies:

- Create a safe environment by conducting thorough safety assessments to ensure the environment is secure and gradually restore normal routines to provide a sense of stability and normality.
- Signpost/ provide staff with access to Psychological Support /Crisis Counselling/ Ongoing Mental Health Support.
- Provide training on trauma-informed care to help staff understand and manage their own and children's reactions to trauma.

Staff development and training

All staff will receive training as part of their induction and through regular staff meetings to ensure they feel capable and confident in responding to and following the setting's emergency lockdown procedure. Staff training will cover an introduction to lockdown procedures, roles and responsibilities during an emergency.

Lockdown drills will take place at least once a year alongside our regular fire drills.

This policy will be regularly updated and reviewed annually in response to national guidance.