

THE MULBERRY BUSH MONTESSORI NURSERY

**LOCK DOWN POLICY**

Our Lockdown policy and procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of pupils and staff in our nursery. Procedures aim to minimise disruption to the learning environment whilst ensuring the safety if all children and staff. Lockdown procedures may be activated in response to any number of situations.

Situations such as:

An emergency situation **outside** the nursery that prevents the evacuation of children and staff from the building.A warning may be received regarding a risk locally, of air pollution (smoke plume or gas cloud etc.) or major fire or a dangerous high-risk person in the area. In these situations, we should be prepared to take steps to isolate children and staff from danger by initiating a nursery lockdown.

Depending on the situation, facilitating an organised evacuation away from the dangerous area may be advised. We will follow the advice of the emergency services at all times.

In general, there are two main lockdown situations:

1. **Lockdown with warning (Partial Lockdown):** **The threat is OUTSIDE the nursery building.** This may be as a result of a reported incident/civil disturbance in the local area with the potential to pose a risk to staff and children in the nursery.
* The designated person initiates the “lockdown warning.”
* Special attention should be paid to children that are outside.
* All staff must be able to hear the lockdown announcement and know how to respond.

An alternate lockdown location must be identified if it is unsafe to lockdown in the area/room you are in. This location can be indoors or outdoors (if children can be safely hidden).

**or**

1. **An intruder is inside the nursery:**

Different procedures should be followed when the threat or intruder is **inside** of the building:

* The designated person announces “**LOCKDOWN WITH INTRUDER.”** (Be direct. do not use codes). This announcement should be repeated several times.
* Immediately staff will follow procedures in directing all children, staff, and visitors into the nearest secure room/space.

Lockdown procedures are included in the initial staff induction process and part of our annual safeguarding training for all staff. All staff are aware the ‘LOCKDOWN’ and ‘LOCKDOWN INTRUDER’ alert and procedures for lockdown are rehearsed by staff each term.

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