



1.12 VICTORIA PARK DAY NURSERY CIC LOCKDOWN PROCEDURE

Definition: A lockdown occurs when circumstances dictate that the safety of pupils and staff is better insured inside the building, with doors and windows locked and curtains drawn. Children would be moved away from windows and doors for prime safety. This could occur as a result of a chemical spill, weapons crisis, or criminal activity.

Procedure: Management of the situation will depend on the circumstances presented.

- Remain calm
- Move slowly
- Obey instructions
- DO NOT PROVOKE AN INCIDENT.

Staff will be informed and correct protocol will be followed:

1. The manager (or designated deputy) will contact the police on 999.
2. The manager (or designated deputy) will quietly inform staff of the situation.
3. Depending on the circumstances, staff will ensure that children will be directed into the back classroom, closing the doors and will await police response. A mobile telephone is kept in the back classroom for this purpose only, in case the office is compromised. (This is a simple and basic mobile phone with no internet access or camera).
4. The Police Officer in charge will evaluate the situation and notify the Manager when the setting is safe and/or if any further action is needed.
5. The Manager/Director will need to report the incident directly to the Local Authority Health and Safety team