



Little Monkeys Day Nursery & Pre School

Emergency Lockdown Procedure

Little Monkeys recognises the potentially serious risks to children, staff and visitors in emergency situations. 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.
- Someone from within the nursery becomes a threat to others.
- Emergency situations caused by spills/poisonous fumes.

Whistles will be kept in every room including kitchen and office. A lockdown will be triggered by 3 sharp blows on the whistle by the person identifying imminent risk. Upon hearing the whistle all other whistle holders will sound until all rooms are aware.

We will follow the **CLOSE** procedure:

Close all windows and doors

Lock up

Out of sight and minimal movement

Stay silent and avoid drawing attention

Endure. Be aware this may last some time.

The following steps will be taken on hearing the LOCKDOWN alert:

- Manager/Deputy to ring 999
- Everyone in the garden called in immediately
- Staff to secure all windows and doors
- Close all blinds
- Minis and Cheekys to go to 'Mini Monkeys' and lock the doors. Squirrels will remain upstairs. If not safe to do so then all rooms will be individually locked down using door wedges (decision to be made by most senior member of staff)
- Collect register, landline, mobile phone and first aid box
- Do a headcount immediately
- Supervise, ensuring everyone remains quiet and out of sight

- No one allowed out of the room during the lockdown
- Parents will be informed by email to stay away from the nursery until the all-clear is given
- Nobody will be given access into the nursery until the all-clear is given
- Remain in lockdown until given all-clear

Lockdown procedures will be practised from twice a year so that staff and children are familiar with them and whenever a new staff member is induced.

This policy was adopted on:

June 2018

Signed on behalf of the nursery:

Laura Fradsham (Owner/Manager)

Date for review:

June 2019
