



## 1. Procedure Aim

### Go In, Stay In, Tune In

Busy Bugs Nursery 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 pre-school, its staff, children, visitors or property. Where possible, the nursery will act to ensure the safety of all personnel in the setting in the following situations:

- . In the event that unauthorized person(s) considered dangerous, are on school grounds.
- . In Instances included domestic breakdowns where estranged parties are attempting to abduct children.
- . In instances where personnel, students, volunteers or staff from within the setting become a threat to the well-being of others.
- . In emergency situations within the environment of the setting where there is potential risk from spills or poisonous fumes.

## 2. Procedure Statements

A lockdown will be initiated by a recognisable signal of 3 whistle blows. Lock down procedures will be practiced from time to time to ensure that staff and children are familiar with them.

### Practices and Procedure

Follow the **CLOSE** Procedure.

Close all windows and doors.

Lock up.

Out of sight and minimise movement.

Stay silent and avoid drawing any attention.

Endure. Be aware that you may be in Lockdown for some time.

The following steps provide guidelines for staff, students and visitors in an emergency situation:

1. On hearing the lock down signal the Manager and/or Deputy will call for assistance using 999.
2. Staff will lock the front outer door and internal doors.
3. Three (3) long whistle blows will signal lockdown procedures to take effect immediately.

### In the setting:

Upon hearing the Lockdown signal, these steps will be followed:

1. Staff to guide all children into the Ladybird Room if playing outside.

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Lockdown Procedure**

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2. Staff to secure all windows and doors. Instruct children to move into the safest corner out of sight in their room, and keep them calm. If anyone is outside in the toilet area, call them in. Collect medical box (if needed), register.
3. Do a head count immediately & call register.
4. Supervise, ensuring everyone remains out of sight and are sitting quietly.
5. No one should be allowed out of the room or safe area during a lockdown procedure.
6. Remain in lockdown until the all-clear has been given by the police.

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