

LOCAL, TERRORIST OR NATIONAL EMERGENCY - LOCKDOWN Policy

It is important for every setting to have a procedure in place on what to do in the event of a terrorist attack, local disturbance or a national disaster.

The care and security we provide children is paramount. As an Ofsted Registered Nursery, we will do everything within our powers to protect, comfort and support children in the event of a major local incident, national emergency or terrorist attack.

If we are involved or caught up in the incident, we will comply fully with the instructions from the emergency services and constantly reassure the children in our care. Parent/carers should not attempt to come to the setting, unless specifically asked to collect their child, as this may put additional people at risk. As much as possible, we will keep parent/carers informed of the actions we are taking.

If parent/carers are caught up in an incident, we will continue to look after child/ren until parent/carers are able to return, or a person nominated is able to collect them. We will try our best to keep in contact by landline, mobile or email. In extreme circumstances this may include overnight care, but this will be discussed with you and Social Services will also be kept informed. Rest assured, the children will not be put at risk in any way.

We understand that during major incidents, the mobile phone networks are often not available and even landlines can be cancelled to free up communication systems for the emergency services. We will however attempt to contact parent/carers, but ask that parent/carers DO NOT keep calling the setting as it is safer to keep these lines open for emergency services. We will keep up to date on the situation using any media source available to us; radio, television, internet etc. We will endeavour to protect your child from information or images that may alarm or distress them.

In the event of an extreme incident, such as a terrorist attack close to Grassroots, we will take every step to ensure the safety of staff and the children in our care.

- All the children and staff to stay in their respective rooms. Those in the garden to move quickly to the nearest room.
- Close the doors, windows and blinds and lie low. Encourage the children to lay away from doors and windows – retreat to bathrooms if necessary.
- Police will be called for further advice, which should be followed. Explain that you are calling from a nursery and tell them how many children and adults are present. **Full address: Mill View Farm, Hargrave, Wellingborough, NN9 6BE, located on B645 opposite the turning to Hargrave Village. Tel: 01933 626547** what 3 words: **PROTECTED: IRRIGATED: DRESSING**
- There should be no movement and you must wait for the police to arrive to contain and manage the situation, or follow advice given.

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Policy

In the event of an armed or dangerous intruder trying, or entering the building

- Follow above instructions
- If you know the location of the danger, and can exit the building without being seen, do so in silence, make your way up to the farmhouse or go into a barn away from nursery. *Do not stay close to nursery. Be aware in case there is more than one intruder*
- Try and keep in contact with the police and let them know where to find you
- If you think it is safer, lead the children out in small groups
- Do not take belongings with you
- If there is no safe route - children and staff to stay in their respective rooms
- As above, close the doors, windows and blinds and lie low, encourage the children to lay away from doors and windows
- Lock/barricade yourself in
- Wait for instructions from the police

Overview – always in preparation for lockdown

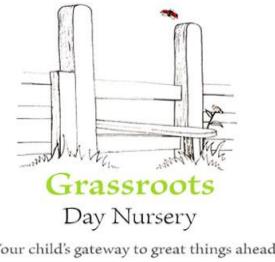
It is vital that our front doors are always closed (automatic lock) and that the external gates are also double bolted. Whilst the external gates and/or fences do not stop an intruder entering the premises, they do hinder, and the rooms are as secure as we can make them (biometric entry to the front and rear doors which can only be opened from the inside).

All staff should remain vigilant to 'stranger danger' should they spot an individual approaching from farm land (private premises), whether staff and children are at the setting or out on the farm.

- Move all children quickly inside if outside
- Immediately make the manager/owner aware
- Call the police (999) and explain you are from a nursery with X number of children/staff

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- Group the children together and sit tight



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Nursery Kitchen

The kitchen door to the front of the building MUST always be locked, or if being used the internal door to Barn Owls MUST be locked, prior to opening the front door. There is NEVER a time when both doors can be open.

If the cook wishes to have the front door open for comfort (ie: height of Summer), this is at their own risk and the internal door MUST be locked.

Policy/Procedure name: Terrorist Attack or National Emergency Procedure	
Publication Date: August 2024	Date for Review: April 2025
Signed: (Proprietor/Manager)	
Signed: (Deputy Manager)	