



## Lockdown Policy and Procedure

### Lockdown Event

At Trillium Montessori House, we recognise the potentially serious risks to children, staff and visitors in emergency or harmful situations. Lockdown is an emergency procedure to secure and protect the occupants near an immediate threat. By controlling movements in an area, emergency services can contain and handle the situation more effectively.

Where possible, the nursery will act to ensure the safety of all personnel in the setting, such as in the following situations:

- Where emergency personnel have contacted the nursery to activate a lockdown
- In the event that unauthorised person(s) considered dangerous are on nursery grounds
- In instances such as domestic parties attempting to abduct children
- In instances where staff, students or volunteers from within the setting become a threat to the well-being of others
- In emergency situations where there is potential risk from spills and poisonous fumes outside the nursery

It cannot be predicted when a threatening incident will occur and therefore Police contact telephone numbers are clearly displayed in the office and in the day book for staff to refer to should a Lockdown situation be necessary.

A lockdown will be initiated by the announcement of the phrase **“TRILLIUM IS IN LOCKDOWN”**. This is clearly distinguishable from the fire alarm/evacuation signal which is a blowing whistle. Lockdown procedures will be practised in an age appropriate way so that staff and children are familiar with them and to avoid anxiety.

**During a Lockdown we will follow the CLOSE procedure :**

Close all the 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

In addition we will :

- Follow any advice for managing emergency situations
- Share information with parents and advise them of the actions we will take in the event of a Lockdown and what they should do
- Ensure staff are aware of their roles during lockdown. If both Manager and Deputy Head are absent, the appointed management cover will be responsible

- Have a prepared email stored that can be sent out to all the parents/carers of children involved in the lockdown event

## **Contact with Parents**

In the event of an incident it is inevitable parents will want to come to the setting and collect their children immediately. Due to the potentially dangerous situation, which may be exacerbated by their presence, it is vital that they do not come to the setting UNTIL they have received the email to say that the emergency services have given the all clear.

## **Prepared email**

“Due to an incident, we have been advised by the emergency services to secure the premises and stay put until we are given the “all clear”. Please do not attempt to collect your child until it is safe to do so. We will let you know as soon as we are able when that is likely to be.

In the meantime, we need you to keep our telephone line clear and would appreciate your cooperation by not calling unless it is absolutely vital that you speak to us.”

## **Rationale for Assembly Point**

The location was chosen as it is furthest away from the main front and back doors and it is not near windows. The side exit into the church is locked and can only be opened from the nursery corridor if required. In addition, there are two lockable doors (the office and meeting room) at the other end of the corridor. The position will minimise the likelihood of any noise being heard and, as Lockdown may be some time, there is access to toilets, water and changing facilities.

If emergency services require an evacuation, there are three possible exits from the corridor a) back the classroom b) the door to the church entrance area c) the office/meeting room which leads to the church entrance area. There is a rear exit from the church leading to the car park situated behind the building.

## **Following the Lockdown**

Co-operate with the emergency services to help in an orderly evacuation

Any staff or children who have witnessed an attack or incident will need to tell the police what they saw

A follow up email will be sent to all parents

## **Threat Levels**

Threat levels are designed to give a broad indication of the likelihood of an attack such as terrorism.

LOW means an attack is unlikely

MODERATE means an attack is possible but not likely

SUBSTANTIAL means an attack is a strong possibility

SEVERE means an attack is highly likely

CRITICAL means an attack is expected imminently.

Members of the public should always remain alert to the danger of terrorism and report and suspicious activity to the police on 999 or the anti-terrorist hotline on 0700 789 321

[www.gov.uk/terrorism-national-emergency/national-emergencies](http://www.gov.uk/terrorism-national-emergency/national-emergencies)



## **Lockdown Procedure**

- 1) Unless the nursery is contacted directly by emergency personnel, when a threat is perceived the Manager/Deputy must quickly assess the likelihood of immediate danger and call 999 for assistance. In most cases the assumption should be that it is safer to stay put and place the setting into Lockdown until the emergency services arrive.
- 2) The Manager will be responsible for alerting other members of staff with the phrase "Trillium is in Lockdown". She will then collect the day book, the nursery mobile phone and, if applicable, medicine and inhalers. She will then gather the children and usher them to the assembly point in the toilet corridor. In the event of a building lockdown, it is mandatory that all children and staff remain in the building at the assembly point. If children and adults are out in the garden then they need to move inside quietly and calmly to the assembly point, ensuring that checks are made so that no child is left behind.
- 3) The other member of staff will close windows and curtains in the classroom and turn off the lights. She will ensure the front door (which is normally locked) and the garden door is locked taking the emergency bag with her and joining the children in the corridor. If there are other members of staff present they will assist in moving the children calmly and quietly to the corridor.
- 4) A roll call is taken of everyone
- 5) Everyone is reminded to remain quiet and sitting on the floor
- 6) The Manager will send out the prepared email to parents/carers of children involved
- 7) No one is to leave the designated area during the lock down
- 8) All will remain in this position until further instructions or the "All clear" is announced via telephone. The Manager can then email parents with the appropriate emergency services update and advice on how they may collect their children
- 9) Staff will co-operate with the emergency services to help with an orderly evacuation if appropriate