



Lockdown Policy

At The Life Nursery we want everyone to feel safe whilst attending our nursery. In the event of a security incident, a warning is put into action.

When the Manager or Deputy Manager becomes aware of a security incident on the premises, they will inform all staff using a code word LOCKDOWN. The Manager or Deputy Manager will then call the police and liaise with The Life Centre when it is safe to do so.

Procedures

The Manager or Deputy Manager will inform the staff of the **AMBER** alert by following these steps:-

- 1) Inform staff that there is a security incident on the premises of the nursery or the Bierley Community Centre grounds and inform staff that this is an 'Amber Alert'.
- 2) All staff and children are to stay in the nursery room and carry on as normal. No one must go outside.
- 3) If children are outside they must be brought into the nursery immediately and ensure the door is locked.
- 4) The nursery door must not be opened until it is safe to do so.
- 5) All windows must be closed and locked where possible.
- 6) Staff to close all the shutters (using the key fob to close the shutter on the door).
- 7) The Manager or Deputy Manager to give further instructions to staff.

The Manager or Deputy Manager will inform the staff of **RED** alert by the following steps:-

- 1) All shutters to be closed immediately.
- 2) All children to be brought into nursery from outside immediately.
- 3) All windows to be closed and locked where possible.
- 4) Staff to remain calm and keep the children calm and quiet as much as possible as to not alert any intruders on to the nursery premises.
- 5) No one will be allowed to enter or leave the nursery unless it is the emergency services.
- 6) To ensure we are opening the door safely to the emergency services, we will call 999 and ask them to verify whether it is a police officer etc. Once this has been verified we will open the shutter and follow advice from emergency services.
- 7) The Manager or Deputy Manager will liaise with parents/carers informing them of the situation and when it is safe for them to collect their child.

Policy reviewed by Louise Gray, Nursery Manager and Kirsty Beck – September 2024

Policy read and agreed by:

Name

Date