



## 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 – September 2024

Policy read and agreed by:

**Name**

**Date**