



St Helens College



University Centre  
St Helens

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# Nursery Childcare Policy – Emergency Lockdown

**Relating to:** Nursery

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**Document owner:** Nursery Manager

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METROMAYOR  
LIVERPOOL CITY REGION



## **Policy Statement**

St Helens College Nursery recognises the potentially serious risks to children, staff, student & visitors in emergency or harmful situations. A lockdown may be necessary where there is a risk of threat to anyone within the setting.

A lock down will be initiated by a member of staff blowing the whistle in the reception area, all playrooms, and the outdoor play area, if possible, to do so, and depending on where staff are when the situation is noted.

Children, staff, parents & any visitors at the time will make their way calmly to the safest nominated rooms (Manager's office, kitchen, or staff room) staff to ensure the door is securely locked from the inside. A member of staff who can do so will contact the Police on either 999 or 101 depending on the situation. A member of staff will inform the College of the incident via the mobile radio.

## **Lockdown Procedure**

- If possible, when the alarm is raised staff will close all doors and windows.
- Staff will move the children out of sight to one of the nominated rooms (whichever is the closest at the time) taking with them the register and lock the door using the key from the designated place.
- Room Leader's will be responsible for ensuring a head count for each room is carried out.
- Everyone will remain out of sight until further instructions are received from the emergency services.
- Staff will attempt to keep the children as quiet and calm as possible until the dangerous situation is over.
- Once we are completely sure that the danger is over, we will leave our safe place and continue our activities as far as possible.
- The Manager/Deputy Manager will contact all parents to inform them of the incident.
- Records will be made of the event and actions taken; Ofsted and Early Years will be informed within 24 hours.

## **Scope of the Policy**

This policy applies to all parents, children, and staff of the Childcare Facility.

### **Associated Policies**

- Safeguarding & Child Protection
- Equality and Diversity
- Health and Safety
- Admissions and registration
- Communication
- Record Keeping & Confidentially
- Code of Conduct for Parents, Guardians, Visitors & Contractors
- Maintaining Children's Safety & Security on the Premises
- Induction of Staff & Students
- Data Protection & Sharing of Information
- Staff Behaviour

### **Access to the Policy**

This policy will be issued to all Childcare Practitioners and made available to the users of the Childcare Facility. A copy of all policies & procedures will be kept in the Managers office and in the reception area for parents/carers to access.

### **Post-Holder to Contact**

Director of Student Services.

