

York Road Nursery School

Lockdown = “The Whistle Game”

Responding to an emergency/incident or threat of attack that requires ‘lockdown’

Supplementary procedures are created to address a need that is not universal to all settings but may arise for some.

Policy Statement

Procedures for handling an emergency situation involve evacuation of the setting due to an event within the building. In some situations, you will be advised to stay put (lockdown) rather than evacuate the premises. In the event of an incident, ‘lockdown’ of a building/s is secured and protect occupants in the proximity of an immediate threat. By controlling movement in an area, emergency services contain and handle the situation more effectively.

- The Head teacher assesses the likelihood of an incident in their area based on location and information on their LSCB and Police websites.
- The Head teacher checks their Police force website for advice and guidance about managing a range of issues or incidents that could lead to lockdown
- The Head teacher is aware of the current terrorism alert levels on the MI5 website <https://www.mi5.gov.uk/home/the-threats/terrorism/threat-levels.html>
- The Head teacher follows advice for emergency situations issued by the Local Authority
- Emergency procedures in the relevant policy and procedures manual for Nursery are reviewed and added to if necessary with the agreement of the Head teacher.
- Information is shared with parents to advise them of the actions the Nursery will take in the event of a ‘lockdown’ and what they should do.
- All staff are aware of their role during ‘lockdown’
- Staff rehearse ‘age appropriate’ actions with the children such as ‘staying low to the floor, keeping quiet and listening to instructions in the same way that fire procedures are regularly practiced. Also using “come inside” to calmly gather children inside the building, if they were outside.
- A text or phone message is issued to all parents as soon as lockdown is announced and the Head teacher is sure that the situation is not a false alarm.

Suggested wording for parent message

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 to keep our telephone lines clear and would appreciate your cooperation in not calling unless it is absolutely vital that you speak to us.

Lockdown procedures

- If an incident happens the Head teacher acts quickly to assess the likelihood of immediate danger. In most cases the assumption will be that it is safer to stay put and place the setting into 'lockdown' until the emergency services arrive.
- If an adult hears a whistle, then that adult will blow their whistle to cascade the message across the whole school.
- On hearing the whistle, adults will escort the children to the nearest inside area immediately.
- As soon as the emergency services arrive at the scene staff comply with their instructions at all times.

During 'lockdown'

- Staff and children stay in their designated areas if it is safe to do so.
- Children are encouraged to sit on the floor calmly, when the whistle is blown.
- Doors and windows are secured until further instructions are received from the emergency services.
- Curtains and blinds are closed where possible. Red/Green and Purple/White areas to put paper on the windows, if time permits.
- Turn lights off
- Staff and children stay away from windows and doors.
- Staff do NOT make non-essential calls on mobile phones or landlines.
- Staff and Children remain in their designated area and await further instructions from emergency services or the Headteacher (or SLT in her absence)
- **The door will not be opened once secured until the Head teacher is officially advised "all clear" or is certain it is emergency services at the door**
- During lockdown staff do NOT:
 - travel down long corridors.
 - assemble in large open areas

- call 999 again unless there is immediate concern for their safety, the safety of others, or they feel they have critical information that must be passed on.

Following lockdown:

- Staff will co-operate with emergency services to assist in an orderly evacuation.
- Ensure that they have the Register and children's details.
- Staff or children who have witnessed an attack or incident will tell the police what they saw. The police may require other individuals to remain available for questioning

Managing parents: In the event of an incident it is inevitable that parents will want to come to the nursery and collect their children immediately. They will be discouraged from doing so, until the emergency services give the all clear. Even then, depending on the severity and type of incident children may need to be checked by medical teams or questioned by the police. Staff will be acting on the advice of the emergency services at all times.

To get information to parents during 'lockdown', existing systems will be used. Parents will be discouraged from ringing the setting for further updates as it will be vital that phone lines remain clear.

Recording and reporting

- The Head teacher reports the lockdown to the Local Authority and the Chair of Governors as soon as possible. In some situations this may not be until after the event.
- A critical incident reporting form is completed and submitted as per the Local Authority's safeguarding procedures for the nursery.
- The Incident Record book is completed as soon as possible.

Further information

The current threat level for international terrorism is **SEVERE** (source MI5 December 2015). Threat levels are designed to give a broad indication of the likelihood of a terrorist attack.

- **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 any suspicious activity to the police on 999 or the anti-terrorist hotline: 0800 789 321