



# Critical Incident/Lockdown Policy

This policy applies to all staff, including senior managers, paid staff, volunteers and sessional workers, agency staff, students or anyone working on behalf of Mulberry Corner.

Lockdown procedures should be seen as a sensible and proportionate response to any external incident which has the potential to pose a threat to the safety of children and adults in the setting.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident or disturbance in the local community (with the potential to pose a risk to children and/adults in the setting);
- An intruder on site (with the potential to pose a danger to children and/or adults in the setting);
- A warning being received regarding an environmental risk locally, such as air pollution;
- A major fire in the vicinity of the setting; or
- The close proximity of a dangerous animal.

## **The purpose of this policy is:**

- To inform staff (and parents/carers) of the procedures to take in the event of a critical incident taking place which may have an effect on the nursery or the children/adults there.
- To ensure all staff are aware that it is their priority to maintain the safety of all the children in their care as well as their own safety.

## **Mulberry Corner aims to:**

- Ensure that children are never placed at risk while in the care of nursery staff;
- Ensure that the nursery is secure from intruders by locking all front doors, ensuring visitors make appointments and all visitors are signed in and out of the visitor's book.

## **Procedure:**

A lockdown will be initiated by a member of staff shouting "Lockdown" repeatedly while moving through the building to all rooms. There are two types of lockdown, partial and full lockdown and different procedures are to be followed as set out below:

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### Partial lockdown

A partial lockdown is appropriate where there is a risk of harm to children and/or staff if they were to venture outside of the building but where there is no risk by remaining inside the building. Examples may include adverse weather conditions, siting of a dangerous animal in the vicinity of the setting. In the event of a partial lockdown:

- Children and staff should remain inside the building at all times;
- All windows and doors leading to the outdoors should be shut and locked;
- No-one should be allowed to enter or leave the building whilst the risk remains;
- Otherwise the setting can continue as usual.

### Full lockdown

Follow the CLOSE procedure:

Close all windows and doors

Lock up

Out of sight and minimise movement

Stay silent and avoid drawing attention

Endure. Be aware that you may be in lockdown for some time.

- All staff should help to move all children into the main nursery kitchen as quickly and calmly as possible. The kitchen is in the middle of the building with no external windows or doors and has access to drinking water, food and a first aid box.
- The manager should call 999 immediately.
- A headcount should be taken as soon as possible of all the children and staff. If safe to do so, the manager should conduct a sweep of the building to check for children left behind.
- All internal windows and doors should be shut and secured as best as possible.
- All lights, computer monitors and smartphones should be turned off or put on silent.
- A member of staff should make the kitchen safe by locking away any cleaning products, knives etc.
- All staff and children should remain inside the kitchen until the manager deems the premises completely safe.
- All staff should attempt to keep the children as quiet and calm as possible until the dangerous situation is over.

### Once the danger has passed:

- All staff and children may leave the kitchen and continue activities as far as possible.
  - The manager shall telephone parents/carers to inform them of the incident.
  - Record the event and all actions taken.
  - Send a letter to all parents within 24 hours informing them of the incident in more detail.
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- Inform Ofsted and the Local Authority within 24 hours of the incident occurring.

