



Responding to emergencies & Lock down policy

Statement of Intent

Nettlestead and Wateringbury Pre-School and Out of hours club recognises the potentially serious risks to children, staff and visitors in an emergency or harmful situations.

Lockdown of a building or buildings is an emergency procedure to secure and protect occupants near an immediate threat. By controlling movement in an area, emergency services can contain and handle the situation more effectively.

A Lockdown may take place where there is a perceived risk of threat to the children, staff and visitors.

- If an unauthorised person(s) considered dangerous, are on the settings grounds.
- In instances including domestic breakdowns where estranged parties are attempting to abduct children.
- In emergency situations within the environs of the setting where there is potential risk from spills or poisonous fumes.

In responding to potential emergencies, we ensure it is generic enough to cover a range of potential incidents that could occur, including:

- serious injury to a pupil or member of staff (e.g., transport accident)
- significant damage to school property (e.g., fire)
- criminal activity (e.g., bomb threat, intruder)
- severe weather (e.g., flooding, snow)
- public health incidents (e.g., flu / Covid 19 pandemic)
- the effects of a disaster in the local community

Our plan covers procedures for incidents occurring during and outside school hours, including weekends and holidays, and includes emergency procedures for extended services, such as breakfast clubs, after-school clubs and holiday activities.

The planning process

Maidstone Road, Nettlestead, Kent, ME18 5ER. Email: enquiries@nwps.org.uk; Tel: 01622 813120

Preparing for emergencies is an ongoing process involving:

- risk assessment
- planning
- training
- exercises
- reviewing

Throughout each stage of this process, we consult members of staff and committee to gain their involvement and support.

This policy was adopted at a meeting of

NWPS

Held on

Date to be reviewed

January 2024

Signed on behalf of the provider

Name of signatory

Role of signatory (e.g. chair, director or owner)

APPENDIX 6 - LOCKDOWN

Signals	
Signal for lockdown	CODE RED
Signal for all-clear	BUTTERFLY

Lockdown	
Rooms most suitable for lockdown	1 STAFF TOILET OR CHILDREN'S TOILET 2 KITCHEN FLOOR 3 OFFICE – FLOOR 4 PLAYROOM, CLOSE TO WALLS, AWAY FROM DOORS AND WINDOWS
Entrance points (e.g. doors, windows) which should be secured	FRONT DOOR, PLAY ROOM DOOR, EMERGENCY EXIT
Communication arrangements	<ul style="list-style-type: none">▪ WALKIE TALKIES▪ SETTING TELEPHONE▪ SETTING MOBILE PHONE▪ MANAGER/ADMIN PERSONAL MOBILE PHONE

Notes	<p>Staff have discussed options for keeping children safe in the event of an immediate emergency, for example if there were to be a direct threat from an individual or group of individuals.</p> <p>Additional planning includes staff going into the park, other side of the field or woodland area take a 'walkie talkie' with them and the other set remains next to the toaster/door where staff remaining in the setting can hear it.</p> <p>If it was not possible for staff to return to the setting in the event of an immediate threat, they would run and hide in the woodland area, or run towards the road and houses to raise the alarm. If they were able to, they would communicate with other staff in the setting via the walkie talkies.</p> <p>The same procedures/principle apply to before/after school and holiday clubs.</p> <p>The national advice is simple, if you're caught up in an incident;</p> <ul style="list-style-type: none"> • RUN if you can • HIDE if you can't • TELL - call police and warn others to stay away. <p>In an emergency, or if you need urgent police assistance, you should always dial 999.</p> <p>Non-urgent information can be communicated to Kent Police on 101.</p> <p>Report Online</p> <p>It only takes a moment to make a report online.</p> <p>You can also report suspicious activity by contacting the police in confidence on 0800 789 321.</p> <p>https://act.campaign.gov.uk/</p> <p>See also the advice from KCC, with the Responding to Emergencies Policy in staff or parents' file.</p> <p>A copy of this lockdown procedure is with the Responding to Emergencies Policy.</p>
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Upon hearing the lockdown signal, take the action below. If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site.

Ref'	Initial response - lockdown	Tick / sign / time
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L1	Ensure all pupils are inside the school building. Alternatively, ask pupils to hide or disperse if this will improve their safety – SEE NOTES ABOVE	
L2	Lock / secure entrance points (e.g. doors, windows) to prevent the intruder entering the building.	
L3	Dial 999 if the threat is immediate or 101 if we have received a threat against the preschool/children.	
L4	Ensure people take action to increase protection from attack: <ul style="list-style-type: none"> ▪ Block access points (e.g. move furniture to obstruct doorways) ▪ Sit on the floor, under tables or against a wall ▪ Keep out of sight ▪ Draw curtains / blinds ▪ Turn off lights ▪ Stay away from windows and doors. 	
L5	Ensure that pupils, staff and visitors are aware of an exit point in case the intruder does manage to gain access.	
L6	If possible, check for missing / injured pupils, staff and visitors.	
L7	Manager/Deputy/Admin to send email to all parents from the setting computer/tablet advising them that we are in lockdown.	
L8	Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.	

Following the Lockdown

- Co-operate with the emergency services to help in orderly evacuation.
 - Ensure you have the register and children's details with you.
 - Any staff or children who have witnessed an attack or incident will need to tell the police what they saw.
- The police may require other individuals to remain available for questioning.

Managing Parents/Carers

In the event of an incident, it is inevitable parents/carers will want to come to the setting and collect their child immediately.

They must be discouraged from doing so, until the emergency services give the all clear for each child to be collected.

30.01.23