

Lock Down Policy Procedures

In the event on an unauthorised person or persons trying to enter Rainbow Day Nursery without permission then we will immediately instigate our Lock Down Procedures –

- The Manager/Deputy manager will immediately call 999 and collect the day care records, mobile phone box and medications box to take into preschool.
- The Deputy and remaining members of staff will give the lockdown alert and gather all the children together into each rooms 'Safe Place' which is under the windows in each room.
- All curtains in the rooms will be drawn and lights to be turned off (takes books to read quietly to keep children quiet)
- One member of staff will count the children in the group whilst the manager /deputy checks the toilets etc for children.
- Once we are sure that all the children and staff members are accounted for we will lock ourselves into a room and await Police assistance. After the danger has passed and it is safe for us to leave our safe place the manager/deputy will go around the rooms with a password to let all rooms know it is now safe.
- Gather the children into the book corner whilst the Lead Practitioner calls parents/carers to inform them what has happened.
- Ofsted and Early Years will be informed of the incident within 24hrs of it happening.

Policy adopted (Date) –

Signed _____

Name and Role _____

Review Date – _____