

## **Intruder/Lockdown Policy**

The safety of everyone at Wickham Montessori School is given the highest priority.

There are some occasions when it may be necessary to keep the children inside the nursery building for their safety. Examples range from needing to shelter from the fumes given off by a hazardous material spilt during an incident on one of the roads near the site, a threatening person or dangerous dog roaming the nursery grounds to a situation where personnel, students, volunteers or staff from within the setting become a threat to the well-being of others.

Depending on the type and severity of the incident, you may be asked NOT to collect your children from nursery as you may put yourself and your children at risk.

As a result of an incident your children may have been moved from their normal classroom to another safer place within the nursery, so please, do not be unduly worried if they are not in their normal room. All children will be supervised at all times and communication with parents and carers will be re-established once the incident has been dealt with or advice given from the appropriate authorities/emergency services.

If the end of the day is extended due to the lock down, parents will be notified and will receive information about the time and place children can be picked up from staff.

**Practices and Procedure** - Follow the **CLOSE** Procedure:

**C**lose all windows, doors

**L**ock all doors

**O**ut of sight and minimise movement

**S**tay silent and avoid drawing any attention

**E**ndure. Be aware that you may be in lockdown for some time.

The following steps provide guidelines for staff, students and visitors in an emergency situation:

1. On hearing the lockdown signal the Nursery Manager/Deputy will call for assistance - 999

**Upon hearing the lockdown signal, (security word) these steps will be followed:**

Staff to secure all windows and doors, Move children to safe identified place and encourage the children to sit on the floor and keep them calm.

1. Collect first aid box, I-pad & mobile phone

2. Do a headcount immediately.

3. Ensure everyone remains out of sight and are sitting still and as quietly as possible.

4. No-one should be allowed out of the room or safe area during a lockdown procedure

5 Remain in lockdown until the all-clear has been given and normal situation resumes

## **Go In, Stay In, Tune In**

Local industrial accidents e.g. a factory fire with hazardous fumes may also necessitate sheltering inside the pre-school building. All doors & windows should be kept shut and appliances such as extractor fans switched off. The emergency services and/or local authority will give the all clear. In serious cases information may also be broadcast on local radio or television.

## **Internal intruder Response**

Any member of staff who observes an individual in the setting or on the grounds who appears suspicious should either approach the individual, if safe to do so, and ask for their name and purpose of visit at the setting. If the staff member feels it is not safe to approach the intruder then they call the manager. At this stage the signal for lockdown will be given, and above procedures followed.

If the intruder is in the building all children will be kept in their classrooms with staff members and the door closed until the all clear is given.

- If the children are in the garden they will be escorted back into the nursery calmly without causing alarm to the children.
- Children will remain inside in a safe place until the matter has been resolved.
- The person approaching the individual should ask them to leave the premises.
- If the intruder refuses to leave then a member of staff should call the police. **999**
- At no time will staff attempt to physically remove an unwanted visitor.
- Staff will follow the directives of Police as instructed or requested.
- The procedure every effort must be made to ensure all the children are safe.
- Remain in lockdown until the all clear message is given.
- A written record should be recorded and kept, and a thorough investigation will be carried out and OFSTED will be informed and the setting will follow OFSTEDs guidance from then on.