A **security incident** is a warning that there may be a threat.

When a senior manager becomes aware of a security incident the manager will call the police as a matter of urgency.

The manager will inform staff to follow the lockdown procedure and follow these steps:

1. All staff and children are to stay in their rooms. No one must go outside.
2. Staff in the staff room must return to rooms.
3. Any children playing outside must return inside as quickly as possible shutting the doors behind them.
4. Close all windows and blinds.
5. No one is to enter or leave the nursery unless it is the emergency services.
6. If it is necessary to evacuate, the manager will give evacuation instructions or sound the fire alarm.
7. If possible the Facebook page and Eylog will be updated with the following message for parents

   "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 vital that you speak to us".

In the event of breach of the building by intruders intent on an attack on staff and or children, staff will take responsibility for children according to the normal ratios.

If an escape is possible and staff are sure of a safe route the following steps should be taken:

- Take all children they are responsible for.
- Leave belongings behind.
- Get away from the building and find a safe place with emergency services or seek shelter within neighbouring properties – stay behind locked doors.

If escape is not possible then the following steps should be taken by staff:

- Hide with children in rooms, away from the entrances and exits.
- Keep low to the ground in case of possible gunfire.
- Lock/barricade group away if possible
- Stay hidden, do not try and peep out
- Be aware of exits and try not to get in a position where group could get trapped if an intruder gains access to the room.
- Be quiet.
- Stay calm and call 999.

Subsequent to an emergency lockdown

- Co-operate with the emergency services to help in an orderly evacuation.
- 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.

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Critical Incident

The Critical Incident Policy clarifies the process for keeping children safe until they are collected in the event of a critical incident.

- We will find or make a safe an area that is suitable for staff and children to occupy until all children are collected.

- We will contact parents via the Eylog system, the Closed Parent and Staff Facebook page, or email at the earliest opportunity.

- We will reassure children and parents that are anxious, ensuring that children's care is continued.

- We will try to make alternative arrangements in other childcare facilities in the local area for children that cannot be collected by parents for a lengthy time. Where possible children will be transported to nearby settings with spaces on foot or by car, if by car this will only be where business insurance is in place, and there are appropriate child safety seats available.

- The Nursery will notify Ofsted in the event of a critical incident.

- Management will assess the situation following a critical incident and ensure parents are kept up to date with developments relating to the operation of the nursery.

Other relevant documentation

NaCTSO_Guidance_Note_1_-_2015_-_Dynamic_Lockdown_v1_0.pdf