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**Protective Security - Lockdown**

We are alert to the potential threat to our security and have in place emergency procedures to cover situations such as bomb threats, community incidents and intruders.

**Lockdown procedures**

We consider the need for lockdown procedures which are sensible and proportionate in our response to any external or internal incidents which pose a threat to staff, pupils and visitors.

We will need to move our staff and students away from danger in a controlled way using the following procedures -

* a recognised activation signal (School hand held siren), audible throughout the school will alerts staff
* pupils outside of the school building will be brought inside quickly
* those inside the school remain in their classrooms
* all external windows and doors will be locked and blinds drawn
* internal doors may need to be locked dependant on circumstances
* once in lockdown, staff will notify the manager by phone if a pupil is not accounted for and instigate an immediate search
* staff will encourage pupils to remain calm
* where appropriate the school will contact the Emergency Services
* We will contact Wiltshire Council Emergency Planning and Resilience team if the incident could have a wider impact *0300 456 0100*
* if necessary we will notify parents via the nurseries established systems of facebook page or website
* pupils will not be released to parents during a lockdown
* if the building needs to be evacuated we will sound the fire alarm (a different alarm to the lockdown alarm)
* staff should stay in your room and await further instructions

**Reasons for lockdown**

Activation of a lockdown procedure may be in response to a numbers of situations but some more typical ones might be:-

* a reported incident or civil disturbance in the local community which might impact on the school
* an intruder on the site with the potential to pose a risk to pupils, staff and visitors
* a warning being received regarding a local risk of air pollution
* a major fire near to the school
* a dangerous dog/animal roaming free close to the school.

**Conclusion**

**No set of guidelines can cover all eventualities**. Members of staff at Wiltshire Council are always available to give advice and support to our school, but the head teacher is in the best position to assess prevailing conditions and decide what action is most appropriate.

**Parents**

Parents should know this nursery has a lockdown procedure. They will be reassured the nursey understands their concerns for their children’s welfare and is doing everything possible to ensure their child’s safety.

Parents should not contact the nursery, as this will block the nursery phone line, as we need to communicate with the outside world. Pupils will not be released during lockdown.

Finally, parents should wait for nursery to contact them about whether it is safe to collect their child and where this will be from.

**Staff**

Staff and trustees are familiar with this procedure and will practise it without the year.