

Plymouth Nursery Schools Federation.

Level 3 restriction: School staff, LA Officers, Emergency Services, FBG.



Ham Drive Nursery School & Day Care Taking Shelter for 'Lockdown' Procedures.

Head of School

Dated

Chair of Governors

Dated

Written: January 2020

Review dates - 5th December 2024

1st October 2025

To be Reviewed - September 2026

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Management and initiation of 'lockdown'.

- The people with authority to manage and initiate a 'lockdown' scenario are the:

CEO, Head of School or Assistant Headteacher.

In the absence of both of the above the Day Care Manager and Senior Administrator will have authority to initiate full or partial 'lockdown'.

- 'Lockdown' will be applied as follows (for specific procedures see below).

Partial: This may be as a result of a reported incident or civil disturbance in the local community with the potential to pose a risk to pupils, staff and visitors in the school. It may also be as a result of a warning being received regarding the risk of air pollution, *and will definitely apply if the siren from the Dockyard is activated at any time other than during a normal test.*

Full: This signifies an immediate threat to the school that requires a full 'lockdown' and may be an escalation of a partial 'lockdown'.

Identification of threat:

1. Any individual who sees, or hears of, anything suspicious must contact the senior member of staff via the administrative office immediately, either by room telephone or in person.
2. The administrative staff will then locate the most senior member of staff on the premises
3. The senior member of staff will liaise with the initiating member of staff and make a decision on the most appropriate form of action
4. If a telephone or other form of threat comes directly to the administrative staff then steps 2 and 3 above will be followed.

Notification to staff of 'lockdown':

1. Each room will be contacted by the room telephone with the words **"Initiate partial lockdown"** or **"Initiate full 'lockdown'"**
2. The Emergency Services will be contacted by the Administrative staff and informed of the situation in accordance with a briefing from the senior member of staff
3. If the **Fire Alarm** sounds during the period of 'lockdown' staff should evacuate the building in the normal way.

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Action to be taken:

Partial 'lockdown':

In the event of a partial 'lockdown' being initiated, the 'room lead' or most senior member of staff will be responsible for ensuring that the following protocols are followed:

- 1) All staff should remain calm so as not to unduly make the children anxious
- 2) All children to be brought indoors
- 3) All windows and doors to be locked shut
- 4) A roll call should be taken following the same procedures as in a Fire evacuation
- 5) Children should go about their normal indoor activities and routines
- 6) If any groups are in Ham Woods at Nature Explorers or out on a visit, their group leader will be contacted by the Administrative staff via mobile phone. They will be informed of the situation and directed as to action to take in accordance with a briefing from the senior member of staff
- 7) Nobody should be admitted or be allowed to leave the premises (unless they are recognisable members of the Emergency services and then only with permission from the senior member of staff)
- 8) Staff should refrain from using the telephones to keep the lines open for emergency communication
- 9) Parents will be informed at the discretion of the senior member of staff
- 10) This state of affairs should remain in place until either:
 - a) The all clear is given by the senior member of staff
 - b) Full 'lockdown' is initiated by the senior member of staff.

Full 'Lockdown':

In the event of a full 'lockdown' being initiated, the 'room lead' or most senior member of staff will be responsible for ensuring that the following protocols are followed:

- 1) All staff should remain calm so as not to unduly make the children anxious
- 2) All children to be brought indoors
- 3) All windows and doors to be locked shut
- 4) Children should be taken to the most secure area away from windows and doors, this may mean moving to a different room and will depend on the nature and location of the threat
If any groups are at Nature Explorers or out on a visit, their group leader will be contacted by the Administrative staff via mobile phone. They will be informed of the situation and directed as to what action to take in accordance with a briefing from the senior member of staff
- 5) A roll call should be taken following the same procedures as in a Fire evacuation
- 6) All blinds or shutters should be pulled down if safe to do so

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- 7) Nobody should be admitted or be allowed to leave the premises (unless they are recognisable members of the Emergency services and then only with permission from the senior member of staff
- 8) Children may need to shelter under tables or other areas where they are out of sight
- 9) Parents will be informed at the discretion of the senior member of staff
- 10) This state of affairs should remain in place until either:
 - a) The all clear is given
 - b) The Fire evacuation signal is heard, when the normal drill should be followed.

Plan sharing and testing:

This plan will be shared with all staff annually, after any amendments and subsequently any new staff will be informed as part of their induction. The plan will be tested annually by the Headteacher in an unannounced scenario. Following such a test the plan will be reviewed with senior leaders in the light of any issues that are raised.

Debriefing in the event of a real 'lockdown' situation:

Staff will be spoken to concerning the events, reassured of the success of the plan and offered access to the Schools Counselling Service should they need it if they feel they are suffering from any sign of Post-Traumatic Stress Disorder.

Original plan reviewed and shared with staff: 6th January 2020

Subsequent review and sharing of plan with staff:

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Date	Area of Setting/ Staff present	Any actions
06.01.20	INSET – all staff (see register)	
Week beginning 13.01.25	Shared to all staff (13.01.25) via Monday update email and discussed at staff meetings for each provision of the nursery schools.	
Week beginning 06.10.25	Shared to all staff (06.10.25) via Monday update email and discussed at staff meetings for each provision of the nursery school and Day Care.	

'Lockdown' procedures test/ initiated: