



This policy is made available to all parents, prospective parents, staff and prospective employees of Burgh Wood Montessori School on our website, and a hard copy can also be viewed upon request.

### Introduction to policy

Burgh Wood Montessori Nursery School (hereafter the “Nursery School”) believes that the health and safety of children is of paramount importance. We make our Nursery School a safe and healthy place for children, parents, staff and volunteers by assessing and minimising the hazards and risks to enable the children to thrive in a healthy and safe environment.

However, as acts of terrorism become more prevalent, if such an emergency happens in our School, the Principal, or in her absence, the Deputy Manager must act quickly to assess the likelihood of immediate danger. In most cases the assumption is that it is safer to stay put and place the setting into ‘lockdown’ until the emergency services arrive.

As soon as the emergency services arrive it is essential staff comply with instructions at all times. The following procedures must be adhered to until the emergency services arrive:

- Staff and children to stay in their designated areas. Staff members must stay in the room they are working in, secure all doors and windows and await further instructions.
- Close curtains and blinds where possible.
- Stay away from windows and doors.
- Stay low and keep calm.
- Lock-down is rehearsed and recorded termly.
- Tune into a local TV or radio station for more information.
- Do NOT make non-essential calls on mobile phones or landlines.
- If the fire alarm is activated, remain where you are and await further instructions from emergency services unless the fire is in your area. In which case, move to the next room/area, following your usual fire procedures.
- Be alert.
- Do NOT open the door once it has been secured until you are officially advised ‘all clear’ or are certain it is emergency services at the door. This is another element of your ‘lockdown’ procedure that can be practised in an age-appropriate way with the children to avoid them becoming anxious when staff do not respond to the doorbell in the usual way.
- Do NOT travel down long corridors.
- Do NOT assemble in large open areas.
- Do NOT call 999 again unless you have immediate concern for your safety, the safety of others, or feel you have critical information.



### Following the lockdown:

- Co-operate with the emergency services to help in an orderly evacuation.
- Ensure Staff have the Register and children's details.
- 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.

### Managing parents:

- In the event of an incident it is inevitable parents will want to come to the setting and collect their children immediately.
- They must be discouraged from doing so, until the emergency services give the all clear.
- Even then, depending on the severity and type of incident, children may need to be checked by medical teams or questioned by the police.
- It must be made absolutely clear to parents that you will be acting on the advice of the emergency services at all times. (L) (SEP)
- With regard to getting information to parents during 'lockdown', you should use the existing systems you have in place for sending group messages, such as social media, text, emails. Discourage parents from ringing you directly for further updates during 'lockdown'; it will be vital your phone lines remain clear.

### Threat levels

Threat levels are designed to give a broad indication of the likelihood of a terrorist attack.

LOW means an attack is unlikely.

MODERATE means an attack is possible but not likely.

SUBSTANTIAL means an attack is a strong possibility.

SEVERE means an attack is highly likely.

CRITICAL means an attack is expected imminently.

Members of the public should always remain alert to the danger of terrorism and report any suspicious activity to the police on 999 or the anti-terrorist hotline: 0800 789 321.

For non-emergency calls to the police, call 101.