



## **Ghanshyam Nursery Nursery school**

'Laying the foundations for life'

S.K.S.S. TEMPLE, WESTFIELD LANE, HARROW, HA3 9EA

020 8909 9389

# Lockdown Guidance

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**Ghanshyam Nursery Nursery school  
Lockdown Guidance**

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## **Lockdown Guidance**

Ghanshyam Nursery school is committed to safeguarding and promoting the welfare of children as we believe that this is of paramount importance. We expect all staff and volunteers to share this commitment. We uphold the rights of everyone to equality under the law regardless of gender, age, race, belief, ability, disability, sexual orientation or identity.

We believe that our core nursery school motto ('Laying the foundations for life' - We strive to provide the highest quality childcare facilities and personnel for the social, personal, cultural and religious advancement of the child) and British values are not mutually exclusive. We focus on ensuring our work is effective in securing this motto; challenging children, staff and parents/carers who express opinions contrary to the British values with regard to our duty to prevent extremism and radicalisation. Ghanshyam Nursery school has the highest regard for the safety of the children in our care and will carry out its duties to safeguard and promote the welfare of children at all times.

### **1. Aims and Objectives**

It is advisable that schools have effective lockdown procedures in place and that these are regularly tested.

This guidance is intended to be used by our schools which do not have procedures in place, to review and revise, if necessary, their existing procedures against, and to assist schools who do not have procedures in place, to develop their own procedures.

### **2. Lockdown Procedures**

Lockdown procedures should provide a proportionate response to any external or internal incident which has the potential to pose a risk to the health, safety or wellbeing of nursery school staff, children or visitors on or off nursery school premises. Procedures should aim to minimise disruption to the learning environment whilst ensuring health, safety and wellbeing. Such procedures and plans may be activated in response to any number of situations, such as:

A reported incident or civil disturbance in the local community with the potential to pose a risk to staff, children and visitors to the nursery school.

An intruder on the nursery school site with the potential to pose a risk to staff, children and visitors.

A reported incident or civil disturbance with the potential to pose a risk to staff and children undertaking an offsite activity.

A warning being received regarding a risk locally, of significant air pollution i.e. smoke plume, gas cloud etc.

A major fire in the vicinity of the nursery school/temple premises.

### **3. Types of Lockdown**

#### **3.1 Partial Lockdown**

In a Partial Lockdown, staff, children and visitors should remain in the nursery school building and all doors leading outside should be kept closed/secured. No one should be allowed to enter or leave the building; however, teaching and learning activities should be continued as usual.

This may occur as a result of a reported incident or civil disturbance in the local community with the potential to pose a risk to staff, children and visitors in the nursery school or as a result of a warning being received regarding the risk of significant air pollution, etc.

#### **3.2 Full Lockdown**

This may occur to an immediate threat to the nursery school or as an escalation of a Partial Lockdown.

### **4. Lockdown Plans**

It is impossible to prescribe a generic nursery school lockdown plan as there are a number of variables that will dictate exactly how the nursery school can respond to a situation, for example:

- Access to nursery school buzzer controls to raise the alarm in an emergency;
- Means of internal communications used in nursery school – telephone.
- Nursery school site plan includes the layout of buildings and their proximity to one another.
- Age of children.
- Any special needs or disabilities of the children involved.
- Geographical location and presence of secure perimeter fence.

The following basic principles are incorporated into the Lockdown Plan:

- The Manager, Deputy Manager or member of the Senior Leadership Team (SLT) are authorised to manage/instigate a lockdown.
- Staff are alerted to the activation of the plan by a recognised signal, which is audible throughout the nursery school by an authorised member of staff. This will be the fire alarm.
- Children, staff and visitors who are outside of the nursery school buildings should be brought in as quickly as possible.
- Children that are already inside should remain in their rooms and kitchen staff should stay in the kitchen and lock all doors.
- Visitors should stay in the room/waiting area that they are currently in.

- All external doors should be closed/secured by nearest member of staff and checked by a member of SLT.
- All windows, as necessary, should be closed/secured by the nearest member of staff.
- Depending on the circumstances, internal doors may also need to be locked.
- Once in lockdown mode, staff should notify the manager/deputy of any children not accounted for. An immediate search for any missing children should be instigated.
- Practitioners should encourage/reassure children to help them remain calm.
- As appropriate, the nursery school should establish communication with the Emergency Services as soon as possible.
- Harrow Council should be notified that an incident is occurring. Initial contact should be to the Operational Director, Safeguarding, Partnership and Strategy, Children and Young People
- Where the incident may have a wider impact than just the nursery school, Harrow Contingencies Team should be notified.
- If necessary, parents should be notified as soon as practicable via the nursery school's established communication system.
- Children should not be released to parents during a lockdown.
- If it is necessary to evacuate the building, the fire alarm should sound. (NB: This alarm should be different to the lockdown alarm)
- Establish an official lockdown termination announcement/signal so that all staff know that it is authentic.
- Nursery schools may need to consider specific arrangements for children, staff and visitors with special needs.
- Use of discreet communication channels to communicate with staff i.e. room phone
- Information about how the plan will be shared, tested and reviewed.
- Training requirements for staff and children.
- Debriefing arrangements for staff and children to be undertaken following a lockdown.
- Provision of counselling services and assistance to staff and children if required.
- How communication with parents, media, local authority will occur.
- Follow up and review the nursery school procedures, how well did they work. Obtain feedback from staff in relation to what worked and did not work.
- Update procedures as required. Redistribute to staff and ensure all are trained in new procedure.
- Practice new procedure if required.

It is of vital importance that the nursery school's lockdown procedures are familiar to members of the SLT, kitchen staff, cleaning staff and non-teaching staff. To achieve this, a lockdown drill should be undertaken at least once a year. Dependent upon their age, children should also be aware of the plan and regular practices will increase their familiarity. Parents should also be made aware that the nursery school has a lockdown plan. It is not advisable to circulate the actual plan as if copies fell into the wrong hands it could render the plan ineffective.

It would also be good practice to:

- Conduct a number of table top exercises with the SLT to test the procedures against a variety of scenarios.
- Rehearse lockdown arrangements with all staff and children.
- Display lockdown drill information in every classroom alongside information relating to fire drills.

#### **4.1 Partial Lockdown**

**Alert to Staff: phone calls.**

**Immediate actions:**

- All outside activity to cease immediately with children and staff returning indoors.
- All staff, children and visitors remain in building and external doors and windows are closed/secured.
- Free movement may be permitted within the building dependent upon the circumstances.
- In the event of significant air pollution etc. fans, heating and air conditioning systems should be closed or turned off.

All situations are different. Once all staff, children and visitors are safely inside, members of SLT will conduct an ongoing and dynamic risk assessment based on advice and guidance from the Emergency Services. Information should be communicated to staff, who can inform children if they are deemed old enough to understand.

A Partial Lockdown should be seen as a precautionary measure which puts the nursery school in a state of readiness should the situation escalate, whilst retaining a degree of normality.

#### **4.2 Full Lockdown**

**Alert to Staff: Intruder code message or phone calls**

**Immediate actions:**

- Staff and children stay in their room/office/staffroom or move to an agreed location e.g. Ghanshyam hall, Nilkant Hall.
- External doors are to be locked.
- Classroom/office doors to be locked (where possible).
- Windows closed/secured and blinds drawn (where possible).
- Children/staff sit quietly out of sight and, where possible, in a location that would protect them from firearms attack (bullets go through glass, brick, wood and metal). Consider locations behind substantial brickwork or heavy reinforced walls.
- Lights, smartboards and computer monitors are turned off.
- Register to be taken – the office will contact each class in turn for an attendance report if this is possible.

Staff and children remain in lockdown until it has been lifted by a member of SLT or the Emergency Services. At any point during the lockdown, the fire alarm may sound which is a cue to evacuate the building.

During the lockdown, staff will keep agreed lines of communication open but not make unnecessary calls to SLT as this could delay more important communication.

#### **4.4 Fire Alarm during Lockdown**

In the event that the nursery school is in lockdown and the fire alarm sounds, the nursery school should contact the Emergency Services as in a normal fire alarm activation. A nominated member of staff who has means of remote communication should go to the fire alarm panel to establish what zone has been activated. Once the zone has been identified, the alarm should be silenced and another person sent to the identified zone to investigate. They must approach the area with caution as there may be a fire or an intruder may have activated the alarm. If a fire is discovered this information should be communicated back to the person at the fire alarm panel, who must resound the alarm, update the Emergency Services and evacuate the nursery school

### **5. Lockdown Situations when away from Nursery school Premises**

#### **5.1 Lockdown away from Nursery school Premises**

Nursery schools must consider what would happen if a group of staff and children were involved in a lockdown situation when they were away from nursery school premises, whether this be on a short visit, day trip or longer trip that involves the group staying away, possibly even in a foreign country.

As part of the pre planning for such activities it will always be necessary to carry out a risk assessment prior to the activity. As part of the assessment it is important to consider what would happen if an emergency situation arose that was out of the control of the staff who are supervising the children on the trip.

It will be necessary to give some guidance to children prior to the trip, and this should be reinforced during the trip itself. Parents and carers also need to be provided with information about the procedures that would be followed.

It is almost impossible to predict the circumstances where an emergency situation might arise in a way that specific planning can be undertaken. As a minimum identify and show children an emergency meeting point if the group gets separated and remind them to follow instructions provided by the Emergency Services.

## 5.2 Lockdown of the Nursery school Premises

Schools must consider what would happen if a group of staff and children were away from the nursery school premises undertaking an offsite activity and the nursery school had to go into Lockdown.

As part of the pre planning for such activities it will always be necessary to carry out a risk assessment prior to the activity. As part of the assessment it is important to consider what would happen if an emergency situation arose and the nursery school had to go into lockdown. Key considerations should include how to communicate to staff managing the offsite activity to **NOT** to return to nursery school until informed to do so. Also to ensure staff managing the offsite activity are informed that it is safe to return, to not return to nursery school or go home and await for further instructions etc.

## 6. Firearm or Weapon Attack

### 6.1 Stay Safe Principles (Run Hide Tell)

The National Counter Terrorism Security Office (NaCTSO) is a police unit that supports the UK government's counter terrorism strategy. It has provided guidance to people on the actions to take in the rare event of them being involved in a firearms or weapons attack, either directly at the location or in the vicinity. These are referred to as **Stay Safe** principles (Run Hide Tell). These provide simple actions to consider at an incident and the information that armed police officers may need in the event of such an attack.

#### **RUN:**

- Escape if you can.
- Consider the safest options.
- Is there a safe route? RUN if not HIDE.
- Can you get there without exposing yourself to greater danger?
- Insist others leave with you.
- Leave belongings behind.

#### **HIDE:**

- If you can't RUN, **HIDE**.
- Find cover from gunfire.
- If you can see the attacker, they may be able to see you.
- Cover from view does not mean you are safe, bullets go through glass, brick, wood and metal.
- Find cover from gunfire e.g. substantial brickwork / reinforced walls.
- Be aware of your exits.
- Try not to get trapped.
- Be quiet, silence your phone.
- Lock / barricade yourself in.
- Move away from the door.

**TELL:**

- Call 999: What do the police need to know?
- Location: Where are the suspects?
- Direction: Where did you last see the suspects?
- Descriptions: Describe the attacker, numbers, features, clothing, weapons etc.
- Further information: Casualties, any injuries, building information

**Armed Police response:**

- Follow officers' instructions.
- Remain calm.
- Can you move to a safer area?
- Avoid sudden movements that may be considered a threat.
- Keep your hands in view.

**Armed Police Officers may:**

- Point guns at you.
- Treat you firmly.
- Question you.
- Be unable to distinguish you from the attacker.
- Officers will evacuate you when it is safe to do so.

**STAY SAFE:**

- What are your plans if there were an incident?
- What are the local plans?

## 6.2 Citizen Aid

**Citizen AID** has been developed by military and civilian medics to teach people about how to provide potentially life-saving treatment before the arrival of emergency services in the event of an incident.

The information is available through a mobile phone application and pocketbook and is designed to complement the **Stay Safe** principles (Run Hide Tell) guidance given by NaCTSO.

The **Citizen AID** system is intended to give members of the public straightforward information on how to plan, prepare and react to an incident.

While many people may know how to react to a medical emergency such as a heart attack, a different response is needed to act effectively after a serious injury from bomb blast, gunshot or knife attack. The **Citizen AID** system, provides logical advisory sequences and skills necessary to save lives with an emphasis throughout on personal safety.

## 7. Training of Staff

Due to the fast moving nature of incidents that require lockdown it is important that all staff are able to act quickly and effectively. Staff should have clear roles and responsibilities. Members of the Senior Leadership Team (SLT), nursery school administrators, teaching staff and non-teaching staff should be familiar with the nursery school's lockdown procedures. Depending on their age, children should also be aware of the plan. (Regular practices will increase their familiarity).

Staff's understanding should be checked/refreshed on a periodic basis during meetings etc. All new or supply staff should be briefed as part of their induction. A lockdown drill should be undertaken at least once a year and debriefed post drill to monitor the effectiveness of the nursery school's arrangements.

Parents should be made aware that the nursery school has a defined lockdown plan and that it will be regularly tested. However, it is not advisable to share the nursery school's full lockdown plan as this may render the plan ineffective. It would also be good practice:

- For nursery school the SLT to conduct a number of table top exercises to test the nursery school's procedures against various scenarios.
- To rehearse lockdown arrangements with all staff and children.
- To display lockdown information in every classroom / office near to the information relating to the classroom / office fire evacuation procedures.

It is recommended that all nursery school staff are aware of the Stay Safe principles. All staff should review the Stay Safe information and short video presentation provided by NaCTSO. These are available on website [www.nactso.gov.uk](http://www.nactso.gov.uk)

It is recommended that nursery school staff that take part in offsite educational activities are aware of the Citizen AID system. Such staff should review the information and short video presentations provided by Citizen AID. These are available on website <http://citizenaid.org/>

## 8. Communication between Nursery school and Parents

Arrangements for communicating with parents in the event of a lockdown should be routinely shared with parents i.e. via newsletter, text message phone calls or email.

In the event of an actual lockdown, it is strongly advised that any incident or development is communicated to parents as soon as is practicable. It is obvious that parents will be concerned but regular communication of accurate information will help to alleviate undue anxiety. Parents should be given enough information about what is happening so that they:

- Are reassured that the nursery school understands their concern for their child's welfare, and that it is doing everything possible to ensure their Childs safety.
- Do not contact the nursery school as this could tie up telephone lines that are required for outgoing communication.

- Do not come to the nursery school as this could interfere with Emergency Services accessing the nursery school and may even put themselves and others at risk.
- Wait for the nursery school to contact them about when it is safe to collect their child, and where this will be from.
- Are aware of what will happen if the lockdown continues beyond nursery school hours.

The ‘*Communication with Parents*’ section of the lockdown plan needs to reassure parents that the nursery school understands their concern for their children’s welfare and that everything that can possibly be done to ensure children’s safety will be done. However, it may also be prudent to reinforce the message “.... ***the nursery school is in a full/partial lockdown situation. During this period the switchboard and entrances will be unmanned, external doors locked and nobody is allowed in or out...***”

If parents present themselves at the nursery school during a lockdown under no circumstances should members of staff leave the building to communicate directly with them.

## **9. Communication between the Nursery school and Emergency Services**

It is important to keep lines of communication open with the Emergency Services as they are best placed to offer advice and guidance as a situation unfolds. The nursery school site may or may not be cordoned off by Emergency Services depending on the nature of the incident that triggered the lockdown. Emergency Services will help guide the decision of the Headteacher with regarding to the timing of communication to parents.

In the event of a prolonged lockdown or more severe situation the Emergency Services, local authority and the voluntary sector organisations will work together to co-ordinate practical and emotional support to those affected by the situation.

## **10. Monitoring and Review**

This guidance will be evaluated and reviewed at least every two years.