



St. Thomas a Becket Nursery School
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Registered Charity No. 1097448

Responding to Local Threats and Emergencies

Responsibility: Nursery Lead

Review Cycle: Every 2 years, or earlier

Date of adoption / last review:	Date of Review
January 2024	September 2025

St Thomas a Becket Nursery
Responding to Local Threats and Emergencies Procedures and Actions

1. Policy Statement

St Thomas a Becket Nursery uphold the principles of the Children Acts 1989 and 2004 – “the welfare of children is paramount”.

St Thomas a Becket Nursery are mindful of how best to ensure the safety of children, parents and staff in the event of a local threat or emergency situation which may result in our setting being placed into a security-related lockdown (as opposed to a Covid-19 related lockdown).

2. St Thomas a Becket Commitment

Our existing procedures for handling an emergency situation involve evacuation of the premises and focus on an event happening in our building:

What is the activity or environment being assessed	What hazards may be present	What precautions have been put in place	Who is exposed to the hazard	What likelihood is there of risk still occurring	What degree of injury could be reasonable	What is the risk rating
Fire Safety Equipment and controls – Responsible Person = School Caretaker						
Evacuating the Nursery	People and Property	Regular fire drill to be in place, normally once per term, instigated by the school. Try to have at least one drill per year in which one exit is notionally blocked off to simulate fire conditions If there are any children with access/mobility problems ensure that someone is nominated to assist them during an evacuation. EPA(Evacuation Personal Assessment) in place for any individuals needing one. Ensure there is a method taking an effective roll call to account for everyone Nominate fire monitors to “sweep” the building to ensure that it is empty Ensure someone knows the whereabouts of the Electric and Water isolator valves if needed in a real emergency by the Fire Service	Children Staff Visitors	1	4	4 Low

However, in the unlikely event that an internal or external incident be considered a threat to the safety of children and staff at nursery, we may be advised to stay put (lockdown) rather than evacuate the premises. By controlling movement in an area, emergency services can contain and handle the situation more effectively.

In the event of an incident, ‘lockdown’ of a building or buildings, this is an emergency procedure to secure and protect children and adults in our setting from an immediate, or nearby, threat.

3. Responding to Local Threats and Emergencies – Procedures and Easy to follow checklist actions for staff

Lockdown procedures may be activated in response to the following, or other situations:

1. A reported incidence or disturbance in the nursery or school grounds, at the allotment site, anywhere else in the local near vicinity / local community;
2. An intruder on site;
3. A warning being received regarding a local risk of air pollution (heavy smoke or fire or gas leak etc);
4. A dangerous animal

Being prepared:

Full Security Risk Assessing and Risk Management measures take place to keep our children, families and staff safe. Please see excerpts from our Whole Nursery Risk Assessment, (updated at least annually), overleaf:

What is the activity or environment being assessed	What hazards may be present	What precautions have been put in place	Who is exposed to the hazard	What likelihood is there of risk still occurring	What degree of injury could be reasonable	What is the risk rating
Nursery Generally						
Contractors	Personal and property	Contractors are required to comply with the school and nursery safety policy. Contractors are required to sign in and out as for all visitors. Contractors are to be properly supervised. When contractors are to be <u>used</u> they must satisfy selection criteria, i.e. have adequate public liability insurance, safety policy and procedures, supply references which are taken up, be competent to do the job, have the resources to do the job without any up front payment etc. Contractors to be properly supervised and monitored while on the Nursery premises. All contractor visits to be arranged out of nursery hours, whenever this permits, according to contractor availability.	Children Staff	1	1	1 Minimum
Front Door (Safeguarding and promoting children's welfare – premises and security) See 'Doors' and 'Security' in previous section	To children who might escape and run into the road or go missing. Risk to everyone if a stranger enters the premises.	External gates <u>key pad</u> system on door and high handle. Staff manning door at all times for drop off and collection times. All children signed in and out. Policies informing staff and parents of the registration and collection procedures. A visitors book. Adults challenge any unidentified person.	Staff Children Visitors	1	3	3 Low
Security	Staff and children could be at risk from unauthorised persons on premises. Children put themselves at <u>risk</u> if escape from premises.	See 'Doors' section. See Nursery Safeguarding Policy. All perimeter gates are fitted with a coded security lock. The security code is changed periodically. Secure gate system for vehicles and pedestrians. Access for both of these is via a camera and voice entry system. Staff will always ask vehicle drivers their business prior to opening the gates and will only open the gates to a service they are expecting. Staff will ask for pedestrians to identify themselves should they be out of the view of the camera after buzzing at the main gate. No one is let in who is not identified. A further locked gate needs to be accessed to gain entry to the nursery front door. ▫ Parents identify themselves a voice activated system prior to a nursery staff member opening the gate. The nursery front door is locked at all times and visitors can clearly be seen through the glass. Practitioners on the door know the nursery <u>children</u> parents and carers and will not answer the door to strangers. Only parents and carers known to staff are given entry. ▫ Parents are reminded to shut the gates behind them when they arrive and leave. Parents have to buzz back through to nursery to exit the school grounds and staff oversee their exit through the video system and ensure that no-one else enters the school grounds whilst the gate is open.	Children Staff Visitors	1	2	2 Minimum
Visitors	Emergency situations arising from visitors behaving in erratic <u>ways</u> . Unauthorised use of mobile phones / <u>cameras</u> .	No access to un-expected / unauthorised visitors. No access to nursery setting without an appointment. See also 'Security' <u>section</u> ID check to all visitors All visitors to sign <u>book</u> Emergency Evacuation procedures practiced / drilled by all staff and <u>children</u> Strict no mobile phone policy extends to visitors and parents / families. Visitors are informed / reminded and challenged if they do not observe this rule.	Children and staff	1	1	1 Minimum

Instructions:

1. The Nursery Manager, or in her absence the Deputies, will blow a whistle to signal lock down procedures must be instigated. A whistle will be used so as not to confuse staff with normal (fire and other emergency) evacuation procedures;
2. The Nursery Manager, or in her absence the Deputies, will make clear that a Lock Down is being instigated; **A designated staff member will call 999 and ESCC on 01273 481316;**
3. Staff will ensure that all children and colleagues are inside the building, bringing any children and staff in from outside as quickly as possible;
4. Children and staff will go to a play space as furthest away from the danger as possible, remaining away from windows and doors;
5. A register will be taken by the Room Leaders who will be supported by a member of staff;
6. Remaining staff will ensure that all outside doors will be closed and locked, all windows, including roof-windows will be closed (and locked) and remain locked until we are certain that the danger has passed or that it is the emergency services at the door;
7. All staff will stay calm and comfort the children in age appropriate ways;
8. An immediate search will be conducted for any missing children or staff members;
9. The All Clear signal will be given only by the Nursery Manager, or in her absence the Deputies;
10. A parent's message will be sent via Tapestry to advise of the emergency and to keep parents updated in this way. Wording will be similar to the below:

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 absolutely vital that you speak to us.

11. It is inevitable parents will want to come to the setting and collect their children immediately however, nursery will be acting on the advice of emergency services at all times and parents will be encouraged to stay away until the emergency services give the all clear. Children may need to be checked by medical teams or questioned by the police. Children will only be released to parents when the emergency services have told us that it is safe to do so.

Alerting Emergency Services - 999 for Sussex Police then 01273 481316 for ESCC Children's Service Emergency Line

- Nursery will follow all emergency advice offered by Sussex Police and East Sussex CC;

We will co-operate with the emergency services to help in an orderly evacuation;

We will ensure we have the Register and children's details with us;

Any staff or children who have witnessed an attack or incident will need tell the police what they saw;

- We will follow all available local updates to a situation;
- Phone lines will be kept clear of non-emergency calls;
- St Thomas a Becket Nursery are signed up to receive emergency alerts from Sussex Resilience Forum (SRF).

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

LOW - an attack is unlikely.

MODERATE -an attack is possible but ^[SEP]not likely.

SUBSTANTIAL - an attack is a strong possibility.

SEVERE - 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.

Sharing information with parents - These procedures will be made available on our website.

Sources of information and guidance from ESCC Portal, schools and Early Years Alliance