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## 44. SCHOOL SECURITY AND LOCKDOWN

We take all reasonable steps to ensure the safety of children, staff and others on the premises, in the event of an emergency requiring a full lock down we will follow the lock down procedure indicated below.

### 1. Building security

- Front door
  - Our front door is always shut, and will be unlocked in the morning for drop-off and in the afternoon for collections
  - Outside of these hours, parents and visitors will have to call the school office on the intercom to gain access to the premises.
  - A staff member will always welcome any parent or visitor at the door and ensure the door is properly shut when they leave.
  - We ask the parents and visitors to never let somebody enter the premises without an office member present at the door.
- Tag system for our team
  - We have implemented a tag system for our teaching team, to minimise the number of keys in circulation.
- Visitors
  - As much as possible, we try to limit the visits to our school during school hours. Building works take place during the weekends and during holiday time.
  - Visitors' guidelines include evacuation information
  - Visitors will receive a specific badge when entering the building and will be asked to identify themselves in the visitors' book.
  - Prospective parents visit the school after school hours and are not in contact with the children.
- CCTV system checked regularly- 24-hour digital recording of all movements at the main front door of the school. Intruder alarm installed on both sites and is switched on every night.
- A yearly risk assessment of the premises is carried out and this policy being updated as a result if needed.

### 2. Bomb threats:

Most bomb threats are made over the phone and a majority are hoaxes, made with the intent of causing alarm and disruption.

**Our procedure:** We will Dial 999 and consider the police's advice before a decision is taken. A decision will likely result in a full evacuation of the school (see form attached) and parents will be informed as soon as it is safe to do so.

**Anti-Terrorist Hotline 0800 789 321** (for immediate response call 999)

### 3. CBR incidents

Responses to chemical, biological radiological (CBR) incidents - general points

- switch off all air conditioning, ventilation and other systems or items that circulate air (e.g. fans and personal computers). Do not allow anyone, whether exposed or not, to leave evacuation areas before the emergency services have given medical advice, assessments or treatment;
- if an incident occurs outside the building, close all doors and windows and switch off any systems that draw air into the building.

### 4. Evacuation of the school (See our Fire safety policy)

We may need to evacuate our premises because of:

- a- a threat aimed directly at the building
- b- a threat received elsewhere and passed on by the police
- c- discovery of a suspicious item in the building (perhaps a postal package, an unclaimed holdall or rucksack)
- d- discovery of a suspicious item or vehicle outside the building
- e- an incident to which the police have alerted us
- f- an explosion
- g- a fire

General guidelines

- We will activate the fire alarm to signal immediate evacuation
- Routes are kept clear
- Staff awareness: all new staff are made aware of our evacuation procedures.
- Evacuation drills take place on a regular basis
- Emergency bags (RED BAG) are checked regularly, complete and accessible. The red back pack includes a few nappies, a change of clothes, foil rescue blankets, medication for our children on long-term medication (Epipen, Asthma pumps, insulin pens...) and a first aid kit.

### 5. Lockdown procedure

We will activate this emergency procedure in response to a number of situations, but some of the more typical might be:

- A report incident or disturbance in the local community (with potential to pose a risk to staff and children in the nursery)
- An intruder on the nursery site (with potential to pose a risk to staff and children in nursery)
- A warning being received regarding a risk locally, of air pollution (smoke plumes, gas cloud etc.)
- A major fire or explosion in the vicinity of the nursery – as long as it is safer staying in the premises than leaving.

Each class has the possibility to activate the specific alarm (“panic” button in different school locations)

At the agreed signal, staff members go back to their classroom and proceed to a children count

The office members contact 999 if not done already

Visitors will be indicated where to shelter and be asked to put their phone in silent mode

Ensure the windows and doors are closed and even locked when possible, close curtains and blinds if safe to do so. Turn off the lights.

Children to sit quietly away from sight

Once the all clear has been given externally the manager will issue the all clear internally. After this time the staff will try to return to normal practice to enable the children not to be disrupted or upset by the events.

Any children showing worries or concerns will have one to one time with their key person to talk about these.

Parents will be informed about the situation at the earliest safest opportunity and will be kept updated when the information changes.

After the event a post-incident evaluation will be conducted to ensure that each child and staff member was supported fully and the procedure went as planned. Ofsted will be informed.

Procedure to be practised annually.

| <b>This policy was adopted on</b> | <b>Signed on behalf of the nursery</b>     | <b>Date for review</b> |
|-----------------------------------|--|------------------------|
| <i>26/04/2023</i>                 | <i>Eva Toth and Louise de Chateaufieux</i> | <i>25/04/2024</i>      |