

## Emergency Closure Policy includes Lockdown Policy and Procedure

### Statement of intent

YMCA Bath Group believes that all children who attend the setting should stay safe. There are certain circumstances that could result in the preschool or nursery having to close or partially close, or go into Lockdown. Such circumstances include severe weather conditions, fire and floods; break down of essential services, illness, such as multiple cases of vomiting and diarrhoea, pandemics, epidemics, vandalism and all acts of terrorism. Lockdown is where the setting is closed with the adults and children kept inside for safety.

### Aim

YMCA Bath Group aims to stay open for all advertised session times, but may be forced to close due to any of the above circumstances. We aim to work closely with YMCA Bath Group Head office and other professionals/outside agencies to rectify the closure as soon as possible and keep parent/carers informed of the current situation.

### Procedures

If the nursery or preschool management team were to be considering closure or Lockdown, they would first take advice from the appropriate outside professionals such as our Head Office, the Local Health Protection Team or the National Counter Terrorism Security Office

### Closure

Once the decision to close has been made, the appropriate steps would be taken.

- Nursery or preschool manager or deputy to contact all attending parents/carers by telephone and /or email/ or via Tapestry as soon as possible.
- Nursery or preschool manager or deputy to notify Ofsted and the Local Authority funding team.
- If the nursery or preschool needs to close during a session, the manager or deputy will contact parents/carers of all children present and staff will stay on the premises with the children until they have all been collected.
- Nursery or preschool manager or deputy will endeavour to be contactable or on the premises daily during closure. Parents/carers to telephone or email during these times if they need to enquire about future closure. Head Office will also give out information on 01225 325 900
- If the setting has to close due to any of the circumstances such as above, fees will not be refunded.
- Children attending funded sessions will not be able to use the lost sessions at a later date.
- Individual hardship cases will be discussed with the YMCA Bath Group. Parent/carers will need to present their case in writing.
- Where appropriate, details of closure and reopening will be communicated to the relevant press/radio and on our web site or Facebook page or by phone or email to parents.
- We will follow the patterns of local schools closures on site and across the area.

YMCA enables people to develop their full potential in mind, body and spirit. Inspired by, and faithful to, our Christian values, we create supportive, inclusive and energising communities, where young people can truly belong, contribute and thrive.

## **Lockdown, Responding to emergencies**

In light of emergencies situations and possible security threats, we have considered how best to ensure the safety of children, parents and staff in the event of a local threat which may result in our setting being placed into 'lockdown'.

Most of your usual procedures for handling an emergency situation will involve evacuation of the premises to a place of safety and will be focused on an event happening in our building.

However, in some situations, it is likely we will have been advised to **stay put (lockdown)** rather than evacuate the premises.

In the event of an incident, 'lockdown' of a building is an emergency procedure that will secure and protect occupants from an immediate threat.

By controlling movement in an area, the emergency services can contain and handle the situation more effectively.

### **How we will prepare:**

We will have risk assessed the likelihood of an incident happening in our area. <sup>[1]</sup><sub>[SEP]</sub>

We will have carried out staff training for Lockdown

We will contact you by phone, text, email or via Tapestry to tell you that we have lockdown in place

We will follow any guidance and procedures given to us by the police, the local authority or the National Counter Terrorism Security Office.

We will continue to update you about the situation, as we have more information and if we are in a position to do so.

### **Parent advice:**

In the event of an incident, it is inevitable parents will want to come to the setting and collect their children immediately. This will not be appropriate.

We will wait for the emergency services to give the all clear for collection and advise us of what happens next. At this point you will be contacted to ask you to collect.

It will be vital to keep phone lines clear and we will not be able to receive calls from you at any time. <sup>[1]</sup><sub>[SEP]</sub>

### **Our wording for the text will likely read:**

*Due to an incident we have been advised by the emergency services to secure the premises and stay put (in Lockdown) 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.*

### **Upon alert to lockdown we will:**

Stay calm.

Ensure staff and children stay in their designated areas.

Stay in our rooms, secure all doors and windows and await further instructions. <sup>[1]</sup><sub>[SEP]</sub>

Close the curtains and blinds where possible and safe to do so. <sup>[1]</sup><sub>[SEP]</sub>

Stay away from windows and doors. <sup>[1]</sup><sub>[SEP]</sub>

Stay low and keep calm, we will rehearse this with children in an age appropriate way, in the same way that we would rehearse fire evacuation. <sup>[1]</sup><sub>[SEP]</sub> Lockdown will be rehearsed and recorded twice a year.

Tune into a local TV or radio station for more information.

We will NOT make non-essential calls on mobile phones or landlines. <sup>[1]</sup><sub>[SEP]</sub>



If the fire alarm is activated, we will remain where we are and await further instructions from emergency services unless there is a fire. In which case, we will move to the next room/area, following our usual fire procedures.

We will NOT open the door once it has been secured until we are officially advised 'all clear' or we are certain it is emergency services at the door.

### **Following the lockdown**

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. 

We will contact parents as soon as possible.



All other policies relating to YMCA Bath Group are available for you to read at the childcare setting or on our web site

**Signed on behalf of YMCA Bath Group**  
(original signed copy held at registered office)



Mike Fairbeard

**Role of Signatory**

Chief Executive

**Date of Review of Policy**

September 2020

