

# Lock Down Policy

At Rum Tum Tugger's Nursery, security and the safety of the children is our highest priority.

Should we receive a call from the Police informing us to Lock Down the nursery, the following steps will be taken

1. Close all windows and blinds/curtains. Close all adjoining doors.
2. Ensure all doors are locked.
3. Gather all children into the baby room. Keep calm. Cover baby room window with dark coloured paper.
4. Read the children stories and keep things as "normal" as possible.
5. DO NOT answer the door to anyone. DO NOT let anyone into the premises via the gate mobile phone.
6. NO ONE is to leave or enter the setting
7. Inform parents via a "send to all" text message and on our parents Facebook page
8. The nursery will only reopen again once we have had permission from the Police.

Whilst in the baby room the following measures will be in place:

1. Drinking water will be available via the baby room tap
2. Snacks will be located in the cupboard in the baby room.
3. Plastic cups stored in cupboard above sink.
4. Should children need to use the toilet, the potties will be available.

Reviewed Jan 2020 by LBD