

## Extreme Incident Procedure

**In the event of an extreme incident, such as a terrorist attack, close to the setting, we will take every step to ensure the safety of staff and children in our care.**

- All the children and staff to stay in their respective rooms. Those in the garden to move quickly to the nearest room.
- Close the doors and lie low, encourage children to lay under tables, away from windows.
- The most senior member of staff in the building will call police for further advice, which should be followed after giving details of the nursery and preschool and numbers of people in the building.
- In case of any doubt, there should be no movement and wait for the police to arrive and contain and managed the situation.

**In the event of an armed or dangerous intruder entering the building.**

- The most senior member of staff in the room, building or area will call the police and give information of the situation and numbers of children and staff in the building.
- If the location of the intruder is known and there is a safe passage available out of the building, the children should be lead in silence out of the building away from the intruder.
- Insist everyone leaves together.
- Leave belongings behind. Emergency contacts book, daily registers and signing in books will be taken out in cases of emergencies if they can be easily reached without putting any one in danger.
- Do not assemble close to the building- The identified safe place to assemble has been identified as the **Salvation Army on Daisy Road** (the safest route will be decided by the most senior member of staff and everyone will stay together).
- If there is no safe route- all the children and staff stay in their respective rooms. Those in the garden to move quickly to the nearest room or exit the premises without entering the building, whichever is assessed as the safest route- most likely the garden gate.

# InceyWinceys Day Nursery

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- Close the doors and lie low, encourage children to lay under the tables, away from windows and doors.
- Lock/barricade yourself in.
- In case of any doubt, there should be no movement and wait for the police to arrive to contain and manage the situation. The children will be calmed and comforted and everyone will be encouraged to keep as quiet as possible.

## **As a routine precaution:**

- All visitors to be asked for the purpose of their visit prior to entering the building and this will be logged in the signing in books which are located by the nursery and preschool front doors.

## **Communication with the Parents**

**Please make sure you have the “ourschoolsapp” app downloaded to your phone with the notifications turned on. This will be our primary way of contacting everyone quickly in the event of an emergency.**

It is very likely that the news of such an incident will break out very fast and parents would rush to the settling in a panic.

In order to ensure the parents do not create obstructions in operations they need to be informed to come to a pre-identified central places as close to the school as possible for the handing over of children. Unless not possible or not safe, the identified central place will be the **Salvation Army on Daisy Road** (over the viaduct).

A member of senior staff will have their mobile phone accessible in cases of emergencies and this mobile will be used to contact the police, emergency services and parents should the need arise.