InceyWinceys Day Nursery

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 the police for further advice, which should be followed, giving details of the nursery and preschool and the numbers of people in the building.
- In case of any doubt, there should be no movement. Wait for the police to arrive and contain and manage 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 about 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 led in silence out of the building away from the intruder.
- Insist everyone leaves together.
- Leave belongings behind. Emergency contacts books, daily registers and signing-in books will be taken out in cases of emergencies; if they can be easily reached without putting anyone 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.
- Close the doors and lie low, encourage children to lay under the tables, away from windows and doors.

Revised on 9th October 2026

- 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 remain as quiet as possible.

As a routine precaution:

- All visitors are 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. **No visitors are left unsupervised.**

Communication with the Parents

As part of the Famly app, all our parents and carers receive messages on the newsfeed, which is where any information will be shared about such events.

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. To ensure the parents do not create obstructions in operations, they need to be informed to come to a pre-identified central place as close to the setting 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).

Be aware that staff will not have access to the telephone, therefore all communication will be via Famly.

A member of our 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.