



Health and safety

1.21 Terrorist threat/attack and lock-down(Code Red)

Some emergency some situations we will be advised to stay put (lock-down) rather than evacuate. 'Lock-down' of a building is intended to secure and protect occupants in the proximity of an immediate threat. By controlling movement in an area, emergency services can contain and handle the situation more effectively.

- The setting manager assesses the likelihood of an incident happening based on their location.
- The setting manager will check our police website for advice and guidance.
- Local police are based at Margaret Road, Guildford, GU1 4QS, contact number is 01483 571212.
- Staff rehearse simple 'age appropriate' actions with the children such as staying low to the floor, keeping quiet and listening to instructions in the same way that fire procedures are practiced. We rehearse and recorded lock-down procedures termly.
- The setting manager is aware of the current terrorist alert level, as available at <https://www.mi5.gov.uk/threat-levels>
- We follow any additional advice issued by the local authority.
- Emergency procedures are reviewed and added to if needed.
- Information about this procedure is shared with parents and all staff are aware of their role during 'lockdown'.
- A Parent mail/text/phone message is issued to parents when lockdown is confirmed.

Lockdown parent message

The Jack and Jill Nursery
Winchester Road, Ash, Surrey GU12 6SX
01252 319595 info@jain.org.uk

Due to an incident we have been advised by the emergency services to secure the premises, lockdown and stay put 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 to 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 vital that you speak to us.

Lock-down procedures

If an incident happens the setting manager acts quickly to assess the likelihood of immediate danger. In most cases the assumption will be that it is safer to stay put and place the setting into 'lockdown' until the emergency services arrive. As soon as the emergency services arrive at the scene staff comply with their instructions.

During 'lock-down'

- Staff and children stay in their designated areas if it is safe to do so. The designated is the messy area.
- Doors and windows are secured until further instruction is received.
- Windows and glass doors are obstructed from view by the use of blinds or paper.
- Staff and children stay away from windows and doors.
- Staff will encourage children to stay low and keep calm.
- Staff may tune into a local radio station for more information.
- Staff do NOT make non-essential calls on mobile phones or landlines.
- **The door will not be opened once it has been secured, until the manager is officially advised "all clear" or is certain it is emergency services at the door.**

Following lockdown:

- Staff will cooperate with emergency services to assist in an orderly evacuation.
- Staff will ensure that they have the register and children's details.
- Staff or children who have witnessed an incident will need to tell the police what they saw. The police may require other individuals to remain available for questioning.
- In the event of an incident it is inevitable that parents will want to come to the setting and collect their children immediately. They will be discouraged from doing so, until the emergency services give the 'all clear'. Staff will be always acting on the advice of the emergency services.

Recording and reporting

- A record of the event is completed as soon as possible.

Further guidance

Members of the public should always remain alert to the danger of terrorism and report any suspicious activity to the police on 999 or the anti-terrorist hotline: 0800 789 321.

For non-emergency, call the police on 101.

This policy was updated on the 23rd July 2025 by Susannah Townley, Manager.

This policy is due to be reviewed on the 23rd July 2026.