*8.8 Procedures in The Event of a Terrorist Attack or National Emergency*

At Hadleigh Parkside pre-school, we feel it is necessary to have a procedure in place on what to do in the event of a terrorist attack or a national emergency.

The care and security we provide to children is paramount. We will do everything within our powers to protect, comfort and support the children in the event of a major incident, National Emergency or Terrorist Attack.

 If we are involved in a terrorist incident we will comply fully with the instructions from the emergency services and constantly reassure the children. Emergency services will be contacted immediately.

When the manager/ person in charge becomes aware of a security incident whether it’s on nursery premises or on public premises. The manager will firstly make all staff aware of the current incident. The manager will then call the police. Staff will make sure all children are safe, calm and looked after.

An amber alert will constitute of an incident that is unclear yet as to what is happening. This will be an incident that does not directly harm the children at that time or is an immediate threat. Staff will continue as normally as they can, so not to alarm or panic the children.

The manager will inform the staff of the AMBER alert by following these steps: Our safe word will be GRYFINDOR

1. Inform staff that there is a security incident on the premises of the nursery or the park grounds and inform that it is an ‘Amber alert’.

2. All staff and children are to stay in the classroom and carry on as normal. No one must go outside.

3. Staff in the office must return to the classroom.

4. Any children playing outside must return inside as quickly as possible locking the doors behind them. Using the safe word to alert staff in the building.

5. Staff MUST account for all children and take a register.

6. Close all windows.

7. Close all blinds.

8. To wait for further instruction from the Manager.

A red alert will consist of a situation that puts staff and children at immediate threat. Hadleigh Parkside realise that every situation can unfold differently, and these procedures may not be able to be followed. Management will monitor the situation constantly and direct / inform staff as appropriate.

The manager will inform the staff of the RED alert by the following steps:

Our safe word will be SLYTHERINE

1. Manager will inform staff there is a red alert and then phone emergency services.

2. All staff and children are to remain in their classroom and move into the disabled toilet. Staff will keep the children on the floor, as close to the ground as possible.

3. Staff must have the emergency bag with them, phone, register.

4. The manager or deputy will be responsible for the following:

5. All windows are to be closed.

6. All blinds are to be closed.

7. All doors must be locked.

8. Staff are to keep the children calm and quiet as much as possible.

9. Staff in the office must return to the classroom immediately.

10. Children playing outside must come inside at once locking all doors behind them.

11. Staff must account for all children.

12. No one is to enter or leave the nursery unless it is the emergency services. This includes parents and carers.

13. The staff are to wait for further instruction from management or emergency services.

14. The manager will stay in contact with the emergency services for further instructions.

If it is necessary to evacuate (because it is now safe), the manager or deputy will inform staff to follow the fire drill procedure but will inform you as to which fire exit we are safe to use.

Bomb Threat

Most bomb threats are made over the phone and the overwhelming majority are hoaxes, made with the intention of causing alarm and disruption.

If a bomb threat is received, the call recipient should:

Stay calm and listen carefully.

• If practical, keep the caller talking and alert a colleague to dial 999

• Once off the phone, dial 1471 to obtain the number

• If the threat is a recorded message, write down as much detail as possible.

• Follow police advice

• Alert all staff and confirm that the police have been notified

• Close all windows

• Close all blinds

The management will make an assessment of the threat and seek further advice from the emergency services where appropriate.

If the threat is deemed plausible then the management will inform staff to follow the fire drill procedure, beginning with the whistle being blown.

If there is not enough time to follow these procedures and in an act of emergency, then staff will work at their hardest to keep all children safe from harm and calm.

Hadleigh Parkside pre-school will endeavour to follow government guidelines and procedure: Run, Hide, Tell.

RUN

• Escape if you can

• Consider the safest options

• Is there a safe route? RUN if not HIDE

• Can you get there without exposing yourself to greater danger?

• Insist others leave with you

• Leave belongings behind

HIDE

• If you cannot RUN, HIDE

• Find cover from gunfire

• If you see the attacker, they may be able to see you

• Cover from view does not mean you are safe, bullets go through glass, brick, wood and metal

• Be aware of your exits

• Try not to get trapped

• Be quiet

• Lock/barricade yourself in

• Move away from the door

TELL

• Call 999 – What do the police need to know? If you cannot speak or make a noise listen to the instructions given to you by the call taker

• If the caller doesn't reply, the assistant will ask for them to 'cough', or make some other noise in the case of a police emergency.

• If even making any sound is dangerous the call will be put through to an automated system which asks the caller to press '55' if they're in trouble.

• Location – where are the suspects?

• Direction – Where did you last see the suspects?

• Descriptions – Describe the attacker

• Further information – Casualties, types of injuries, entrances, exits, hostages

• Stop other people entering the building unless safe to do so.

If you find that you need to run, please where possible take charge of the number of children according to the normal ratios.

Use the closest exit to you.

If you need to use staff cars, get as many children in the cars that is safe to do so and drive out of the school premises and up the road to a safe place.

Tell the older children to follow you while you are running down the driveway, ensuring no child in your care is left behind.

Knock on some neighbour’s doors to seek shelter.

If possible, take the emergency bag with you. Staff should where possible stay together.

Do not worry about belongings!

Only the Manger or deputy will be allowed to open the door. The door or windows will not be opened to anyone except a verified member of the emergency services.

Parents will be called at the soonest available opportunity. They will be advised NOT to collect the children, until it has been deemed safe by emergency services.

 If you are caught up in an incident we will continue to look after your child until you are able to return or a person nominated is able to collect them.

 We understand that during major incidents the mobile phone networks are often not available and even landlines can be cancelled to free up communication systems for the emergency services. We will however attempt to contact you on a regular basis and ask that you try to do the same. We will keep up to date on the situation using any media source available to me, radio, television, Internet etc. I will endeavour to protect your child from information or images that may alarm or distress them. If you wish we can have a pre-planned excuse that we can use to explain your delay in arriving.

We hope that we never have the need to put this procedure into practice but we are happy to discuss with you any aspects of this policy.

Policy was adopted by: Hadleigh Parkside Pre- School

On: March 2024

Review: March 2025

Signed on behalf of the provider:

Name od signatory: Mica Robinson

Role of signatory: Deputy Manager