Emergency in the Workplace

In light of the state of the world, and the occurrences that we now unfortunately see every day, we now feel it is necessary to have a policy and procedure in place on what to do in the event of an attack, either within the setting, locally, or nationally, or any other form of emergency differing from the usual, more common place fire/accident related issues, which have policies of their own.

Staff continually undertake relevant training and are updated with information supplied by other agencies and emergency services.

The care and security for all children and staff is paramount. The setting will do everything within its power to protect, comfort, and support all individuals involved in the event of an incident, attack, emergency, or terrorist attack.

If Little Nestlings is involved in an incident, we will fully comply with instructions from emergency services.

If a parent or carer is caught up in an incident the setting will follow emergency collection procedures. The setting will keep in contact with individuals via phone or email wherever possible.

The settings management will keep up to date with recent events using any media source available. They will inform the staff team and protect the children from any conversations or images etc which could cause them alarm or distress.

Terrorism/Personal Attack

The setting is a secure environment, with video intercom at the entrance. The emergency services would be immediately informed. In the event a person managed to gain access to the building, all individuals on the premises would be moved to the designated safest place inside of the building or escorted out of the rear fire exit if time allowed.

Bomb Threat/Terrorism Attack

If a bomb threat was received the person receiving the call is to

- Record all details given.
- Raise the alarm as soon as possible, informing the rest of the staff team.
- Setting would then follow fire procedure, ensuring the safety of all persons on the premises.

If it becomes apparent that the designated evacuation area is not the safest route of exit, all persons involved should leave the premises via the fire exit to the rear of the property and convene on the street behind Ascaris.

Abduction or Threatened Abduction

The setting is a secure environment, with video intercom at the entrance.

No person is allowed onto the premises without permission – the setting uses photo identification and passwords if a child is being collected by a different person.

Parents and carers are requested to inform the setting of any custody orders or family concerns, and individual situations will be assessed by the management team and a procedure for that specific child will be put into place.

In the event of a random or attempted abduction:

- Lockdown procedure to take place.
- Police called.
- All possible information noted – car/description etc.

Lockdown Procedure

In the event a lockdown is needed, all individuals will be escorted to the designated safe space, the downstairs staff room. Once everyone is accounted for, all children are accustomed to playing sleeping rabbits, so can be made to lie down quietly in a manner that will not distress them.

Management will retrieve the portable work phone and emergency calls will be made from the safe space.

This policy was reviewed in	Signed on behalf of the nursery	Date for review
September 2026	*Elizabeth Ross-Whittall*	*September 2027*