



Lockdown Policy and Procedure

An evacuation or lockdown may be required when circumstances suggest that the safety of the children, staff, and visitors is best ensured **within the building**, with **doors and windows secured**.

Lockdown procedures may be activated in response to a number of potential risks, including:

- A **civil disturbance or reported incident** in the local area
- An **unauthorised person (intruder)** on site who may pose a threat
- A **localised environmental hazard**, such as air pollution (e.g., gas cloud or smoke)
- A **major fire** in the vicinity

Procedure

Initial Response:

- **The most senior staff member on site** will initiate lockdown by calmly using the phrase: **"Lock Down."**
- Staff in other rooms (e.g. the Swan Room) will be notified via **handheld radio**.
- If appropriate, **emergency services (999/112)** will be contacted, clearly stating that **children are on the premises**.
- The **nursery owners** will be informed of the situation at the earliest safe opportunity.

During Lockdown:

- **Remain calm** and avoid alarming the children. Use calming strategies such as:
 - Building a den
 - Pretend indoor picnics
 - Storytime or singing
- **Move slowly and obey all instructions.**
- **DO NOT provoke any potential incident.**



- If outdoors, **bring all children and staff indoors immediately.**
- **Lock all external doors and windows.**
- Children and staff should gather in an area deemed the **safest location**, depending on the nature of the incident.
 - If required, evacuate the building in a quiet, orderly fashion to an alternative safe place, following staff or police guidance.
- The **senior in charge will liaise with other site users** (if applicable) to alert them to the situation.
- In the event of **police involvement**, the officer in charge will assess the situation and advise the senior member of staff when it is safe to end the lockdown or take further action.

Communication with Families:

- If lockdown continues for an extended period or occurs during **drop-off or collection times**, the senior in charge will:
 - Decide how best to communicate with parents/carers without causing alarm.
 - Request a **member of the management team** to come on site (if not already present) to liaise with families outside.

Ending Lockdown:

- The **“all clear”** will be announced by the senior in charge **only** when it is confirmed safe to do so.
- **Children must not be moved** until the all clear is given unless there is an immediate threat requiring relocation to another safe space (e.g., intruder outside a window).

Post-Incident Actions:

- Once safety is confirmed, the **senior in charge must record and report the incident** directly to the setting's owner.
- A review of the incident will be conducted to identify lessons learned and make necessary adjustments to policies and procedures.



Signed (Jess): Jess Burns

Signed (Scott) Scott Marshall

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