LOCKDOWN POLICY AND PROCEDURE

Lockdown procedures should be seen as a sensible and proportionate response to any external incident which has the potential to pose a threat to the safety of children and adults in the setting.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

1. A reported incident or disturbance in the local community (with the potential to pose a risk to children and adults in the setting)
2. An intruder onsite (with the potential to pose a risk to children and adults in the setting)
3. A warning being received regarding an environmental risk locally, of air pollution (smoke plume, gas cloud etc)

Practices and Procedure

A lockdown will be initiated by a recognisable signal of repetitive whistle blows throughout the building. It is the responsibility of the person raising the alarm to move throughout the building blowing the whistle to ensure all areas of the building are aware. Lock down procedures will be practiced from time to time to ensure that staff and children are familiar with them.

When the alarm sounds, the procedure will be:

1. On hearing the lock down signal, the Nursery Manager and/or Deputy will call for assistance using 999.
2. Staff will lock all outer doors and evacuate all children to the baby room.
3. Staff will collect the medical basket, registers & mobile phones
4. Blinds will be drawn and children will be kept as calm and quiet as possible
5. The baby room door will be closed and, if necessary, barricaded with the cots to ensure no one can enter from outside the room, should a danger be within the building
6. If the danger involves an environmental threat, such as smoke or gases, any gaps under doors will be covered with towels/blankets to reduce the amount of toxins entering the building.
7. Everyone will remain in lockdown until the all-clear has been given by the emergency services.

Reviewed on: 23/04/2025

Procedure following the lockdown:

Once it is confirmed safe to do so, children and staff will return to their normal daily activities. The Nursery Manager/Deputy Manager will inform all parents of the situation. Details of the incident will be recorded and Ofsted will be notified of the event, if necessary, within 24 hours.