

Lock Down Policy

Policy aims:

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, however some of the more typical may be:

- A reported incident or disturbance in the local community (with the potential to pose a risk to children and adults in the setting)
- An intruder onsite
- A warning being received regarding an environmental risk locally, of air pollution (smoke plume, gas cloud etc)
- A major fire in the vicinity of the setting
- The close proximity of a dangerous animal

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.

If any staff member suspects any danger at all they will use the code word '**LESLEY**'. All staff will know what this means, and the Lockdown procedure will then take place.

PARTIAL LOCKDOWN

PARENTS SHOULD NOT:

- CONTACT THE SETTING DURING LOCKDOWN AS THIS COULD BLOCK PHONE LINES THAT ARE NEEDED FOR CONTACTING EMERGENCY SERVICES
- SHOULD NOT COME TO THE SETTING DURING LOCKDOWN AS THIS MAY PLACE THEMSELVES AND OTHERS IN DANGER
- SHOULD ALWAYS WAIT FOR SETTING TO CONTACT THEM ABOUT WHEN IT IS SAFE FOR THEM TO COME AND COLLECT THEIR CHILD

A Partial lockdown is a precaution aimed to keep children and staff safe while remaining indoors. This may be because of a reported incident/civil disturbance in the local community that poses a risk to children and staff in the setting. It may also be the result of a warning being received regarding the risk of air pollution etc. During a partial lockdown staff and children should remain in the building and all doors leading outside should be locked. No one should be allowed to enter or leave the building. However, the setting can continue as normal inside.

What happens during a partial lockdown?

- All outside activity will cease immediately, children and staff will return to the building. All staff and children should remain in the building and ALL external doors and windows to be locked.
- Free movement within the inside of setting may be permitted depending on reason for partial lockdown.
- In the event of air pollution or chemical, biological, or radiological contaminants issue, all air vents, fans, heating and air conditioning systems should be closed or turned off.
- Seal up all the cracks around doors and any vents into the room- aim to minimise possible access points for pollutants.

FULL LOCKDOWN

PARENTS SHOULD NOT:

- CONTACT THE SETTING DURING LOCKDOWN AS THIS COULD BLOCK PHONE LINES THAT ARE NEEDED FOR CONTACTING EMERGENCY SERVICES
- SHOULD NOT COME TO THE SETTING DURING LOCKDOWN AS THIS MAY PLACE THEMSELVES AND OTHERS IN DANGER
- SHOULD ALWAYS WAIT FOR SETTING TO CONTACT THEM ABOUT WHEN IT IS SAFE FOR THEM TO COME AND COLLECT THEIR CHILD

This signifies an immediate threat to the setting and may be an escalation of a partial lockdown.

The following must be actioned immediately:

- All staff and children to return/stay inside the setting
- ALL external doors and windows to be locked
- ALL internal blinds to be closed
- Emergency services to be contacted unless already done so
- Staff and children to sit quietly out of sight and where possible well away from any doors or windows
- Turn off all lights
- Complete a register and head count of all children and staff
- Children should NOT be released to parents during lockdown and staff should not leave the premises unless instructed to do so.

Squirrels Nursery Ltd Procedure for full lockdown:

- ALL staff have been told to be vigilant at all times and if they see something which is likely to cause harm to immediately shout **'LOCKDOWN LOCKDOWN LOCKDOWN'** so that everyone can hear, alerting staff outside by opening the door and shouting the alarm call. Count the children as they come inside the setting and checking the total with the daily registers. Immediately check everywhere if any children are missing.
- On hearing this alarm call, ALL staff to bring registers, telephone to Talk Talk room, children to sit in this area and checking all rooms as they go.
- Two members of staff to go round and lock all external and internal doors and windows and to bring the Blinds down.
- Remaining staff to sit with children/visitors and ensure they are kept as calm and quiet as possible.
- TURN ALL LIGHTS OFF AND PHONES ON SILENT AND KEEP AS QUIET AS POSSIBLE.
- A senior member of staff is to ring 999 immediately after all doors and windows are locked to report the incident and follow any instructions they are given by the emergency services if they deem safe to do so.
- If a group are on an outing they will be contacted immediately to be told not to come back to the setting until safe to do so. This group will have a Squirrel's nursery mobile phone with all parent contacts to call all parents to make them aware of the situation.
- We would remain in a safe area of the setting away from any doors or windows until told otherwise by the emergency services, supporting the children and each other.
- If the incident is being dealt with by emergency services and we are no longer directly affected and have been told by the police, we will leave this area so the children can play inside the setting and turn to partial lockdown until told we are safe to come out of our lockdown procedure completely.
- On being told to do so by the police, we would email/call parents to notify them of the incident and all phones will be manned to receive incoming calls.

To reduce the risk of someone entering the building to cause harm, we have the following in place:

- Keypad entry system
- A member of staff located on the lobby letting children in, locking the internal door every time a child is let in or out.
- The front door and lobby door is locked at all times
- The doors to the garden are also locked when no one is outside.
- Padlock on the gate to the garden

- We have a password for every child to be used when normal parents or carers are not picking up, and a description is always asked.
- Parents/carers are told to inform us if anyone other themselves are collecting or dropping off.

After lockdown has taken place:

A letter to parents will be sent home as soon as possible after the incident to inform parents and carers of the context of lockdown.

Following the need for lockdown, the settings management will create a full record of the event. And Policies and Procedures will be reviewed for any possible areas for development.

A notification of significant incident will be made to Ofsted within 14 days.

PLEASE NOTE: Staff will practice this lockdown procedure every 6 months during a team meeting. We will not be practising a full lockdown procedure with the children as this could cause them distress.

Created 23/06/2022

Signed: D.Caliskan

Job title: Director

Reviewed 17/07/2025 Z GREEN

To be reviewed annually