

Lockdown Policy and Procedure



A 'lockdown' is an emergency procedure to secure a building and protect the occupants from an immediate threat. In the event of an emergency, the setting manager must act quickly to assess the likelihood of immediate threat. The assumption should be that it is safer to stay put and place the setting into 'lockdown' until the emergency services arrive. At every point we will act on the advice of the emergency services.

Lockdown procedures

- Stay calm
- The manager immediately calls 999 (or 101) and if appropriate the owner
- The manager ensures all external doors and windows are secure
- Gather all of the children together in the main hall - do a head count.
- Close the blinds and curtains and the kitchen pass doors, making sure the first aid box and emergency medicine is still accessible.
- Wherever possible, keep out of sight
- Keep the children calm, for example with a story
- Manager to keep abreast of developments as much as possible whilst always prioritising the welfare of the children.
- Do not use the phone for any non-essential phone calls
- Do not open the door until officially advised to do so or unless sure it's emergency services.
- We discourage parents from ringing as we need to keep the phone lines clear. If we need to contact parents we will do so by text.

Once the danger has passed

- We will cooperate with the emergency services following their guidance. If told to leave the building, we will congregate on the tennis courts. The manager is responsible to ensure they have the register, first aid kit, emergency medication and phone
- The manager will phone the parents/carers and the owner (if not already contacted), to inform them of the incident. Records will be made of the event and actions taken will be recorded on our incident records. Ofsted and Early years will be informed within 24 hours of the incident occurring.