

Emergency 'Lockdown'

Policy adopted on:	14 th January 2024
Last reviewed:	18 th August 2026

Safeguarding and Welfare Requirement: Child Protection

Providers must have and implement a policy, and procedures, to safeguard children.

Statement

Our setting will implement the following procedure in the case of an emergency lockdown due to an immediate threat. An age appropriate Lock-down will be rehearsed and recorded termly.

Lockdown procedure:

All staff and parents/carers should be aware of the following in case of an event.

- Manager/Admin to ring bell to alert all to an incident requiring lockdown
- Stay calm.
- Ensure staff and children stay in their designated areas. Stay in the room you are working in, secure all doors and windows and await further instructions.
- Manager to call emergency services
- Close curtains and blinds where possible.
- Stay away from windows and doors.
- Stay low and keep calm
- Ensure you have the Register and children's details with you.
- Manager and administrator to contact all parents/carers to make them aware of the situation at hand.
- Do NOT make non-essential calls on mobile phones or landlines.
- If the fire alarm is activated, remain where you are and await further instructions from emergency services unless the fire is in your area. In which case, move to the next room/area, following your usual fire procedures.
- Do NOT open the door once it has been secured until you are officially advised 'all clear' or are certain it is emergency services at the door.
- Do NOT travel down long corridors.
- Do NOT assemble in large open areas.
- Do NOT call 999 again unless you have immediate concern for your safety, the safety of others, or feel you have critical information.
- As soon as the emergency services arrive it is essential staff comply with instructions at all times.
- Co-operate with the emergency services to help in an orderly evacuation.

- Any staff or children who have witnessed an attack or incident will need to tell the police what they saw.
- The police may require other individuals to remain available for questioning.

Parents/Carers

In the event of an incident it is inevitable parents will want to come to the setting and collect their children immediately HOWEVER, parents must wait until the emergency services give the all clear.

We will be acting on the advice of the emergency services at all times.

With regard to getting information to parents during 'lockdown', we will use the existing systems we have in place for sending group messages, such as social media, text, emails.

Depending on the severity and type of incident, children may need to be checked by medical teams or questioned by the police.