

Lockdown Policy and Procedure



Nurture and Grow Childcare

Purpose:

At Nurture and Grow Childcare, the safety of children, staff, and visitors is paramount. This policy outlines the procedures to follow if a situation arises where it is safer to remain inside the building rather than evacuate.

Scope

This policy applies to all staff, children, and visitors present at the nursery during operational hours.

Situations Requiring Lockdown

- Suspicious or threatening individuals nearby or on the premises
- An intruder attempting unauthorised access
- Civil disturbances or dangerous activity in the local area
- Chemical or environmental hazards outside
- Police activity in the surrounding area (e.g., suspect pursuit)

Lockdown Procedure

A. Activation of Lockdown

1. Signal:

Staff will be alerted via a pre-arranged signal — “**Lockdown, Lockdown, Lockdown**” through the use of Walkie Talkies –. The designated person in charge will activate this and each room/area begin lockdown procedure.

2. Initiation:

The designated person in charge (e.g., Nursery Manager) will:

- Immediately call 999 for emergency services and provide necessary details.
- Activate lockdown through the agreed method.

B. Immediate Actions by Staff

1. Secure all children and staff inside:

- Cease activities and gather children calmly.
- Remain in current rooms if safe; otherwise, relocate to identified safe areas (away from windows, doors, and external walls).
- If promptly and calmly direct everyone indoors.

Lockdown Policy and Procedure



Nurture and Grow Childcare

2. Lock and secure all entry points:

- Close blinds or curtains where possible.
- Lock external doors and internal doors.
- Barricade the door if possible and necessary

3. Create a low-profile environment:

- Turn off lights (if appropriate)
- Maintain silence and reduce visibility to the outside

4. Keep children calm and reassured:

- Use quiet games, stories or other distraction techniques.

5. Stay out of sight:

- Position staff and children out of the line of sight from windows or doors.

C. Communication During Lockdown

- Ensure all children, staff and visitors are accounted for and safe, before returning to the office area to keep up to date with the current situation via updates.
- Maintain updates through our walkie-talkies to the team.
- Contact emergency services and relay (if not already done so)
 - Nursery name, location and contact details
 - Nature of the threat
 - Number of people on site
- In cases where the situation has been alerted by the police or local area authority then the nursery will await further instructions.
- All staff will stay informed via agreed internal communication (e.g. texts, walkie-talkies).

Lockdown Policy and Procedure



Nurture and Grow Childcare

D. All Clear Signal

- Only the Nursery Manager or emergency services will confirm when it is safe to end the lockdown.
- Staff will resume normal operations to help children settle back into routine.

E. Post-Lockdown Actions

1. Headcount and register checks:

- Ensure everyone is safe and accounted for.

2. Emotional Support:

- Reassure children and explain the event in age-appropriate language.
- Any children showing worries or concerns will have a one to one with their key person to talk these through.

3. Parents/Carer information:

- Inform families of the lockdown and confirm safety procedures at the earliest safest opportunity and keep them updated when the information changes.
- Families will be asked to not contact the setting during lockdown as this could block the telephone lines that are needed for contacting the emergency services.
- Families will be asked **not to come** to the setting as this may place them and others in danger.
- They will be notified when it is safe for them to come and collect their child.

4. Debrief and Review:

- Conduct a post incident evaluation to ensure
 - That each child, staff member and visitor was fully supported
 - Effectiveness of procedures
 - Any improvements needed
 - Inform Ofsted of incident and actions taken.

5. Document the Incident:

- Record a full incident report, including actions taken and outcomes for review.

Lockdown Policy and Procedure



Nurture and Grow Childcare

F. Regular Training and Practice

- Lockdown Drills will be conducted at least annually.
- All staff will receive annual training on lockdown procedures.

G. Responsibilities

- **Nursery Manager:** Oversees lockdown implementation, drills, and liaison with emergency services.
- **Staff:** Follow procedures, maintain calm, and protect children.
- **Parents/Carers:** Follow nursery guidance and await official communication during a lockdown.

H. Review

This policy will be reviewed **annually** or after any lockdown incident to ensure its effectiveness.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>December 2024</i>	Tracey Doidge	1 st December 2025