



Lockdown Procedure

Updated September 2024

The purpose of this Lockdown Procedure is to ensure the safety and well-being of all children, staff, and visitors at Briar Dene Childcare, in the event of an emergency that requires the premises to be secured. The procedure outlines the steps to follow in the event of a lockdown, ensuring that everyone is protected from potential harm or threat.

Briar Dene Childcare is committed to the safety of all children, staff, and visitors. In the event of an emergency, a lockdown will be initiated to secure the premises, protect children from harm, and prevent unauthorised access. This procedure will ensure that all staff are familiar with the steps required to take immediate action to safeguard everyone in the nursery.

Types of Emergencies Requiring Lockdown:

A lockdown may be initiated due to various emergency situations, such as:

- An intruder or unauthorised person on the premises.
- A threat from an external source - nearby violent incident, potential terrorist activity
- A natural disaster - severe weather conditions, earthquakes
- A health and safety emergency - chemical spill, gas leak

Lockdown Procedure:

Initial Alert:

The lockdown procedure will be triggered immediately when a potential threat or emergency is identified. This alert can be initiated by:

- A staff member identifying a threat, such as - an intruder
- An external notification - police, or emergency services
- A predetermined code word or alarm signal used to communicate the lockdown.

Once the decision to implement a lockdown is made, staff must act quickly and calmly.

Immediate Actions:

- **Lock all doors and windows:** Staff will immediately lock all external and internal doors and windows to prevent anyone from entering the nursery.

- **Move children to a safe area:** Children will be guided quickly and calmly to a secure area, away from doors and windows. If appropriate, this should be a room with no external access, such as the managers office and break room.
- **Close blinds or curtains:** Close all blinds or curtains to prevent the threat from seeing into the nursery.
- **Turn off lights and silence phones:** To make the nursery appear unoccupied, staff will turn off all lights and ensure that phones or any noise-making devices are silent.

Communication:

- **Notify Authorities:** Call 999 to report the emergency and provide detailed information about the situation, including the nature of the threat, the number of children and staff, and the exact location of the nursery.
- **Internal Communication:** Staff should communicate clearly and quickly to alert other team members about the lockdown. A designated staff member should remain in communication with emergency services.
- **Update Parents:** Once the immediate threat is under control, the nursery will inform parents or guardians of the situation, ensuring they are aware of the children's safety and the actions taken. This will be done through a secure communication channel – phone call or message on Famly.

During the Lockdown:

Staff Responsibilities:

- **Stay Calm and Reassure Children:** Staff must remain calm to reassure children and ensure they understand the importance of staying quiet and still. Staff will provide comfort and keep children calm until the situation is resolved.
- **Ensure All Children Are Accounted For:** Staff should count the children and ensure all are safely in the secure area. Keep a headcount at regular intervals.
- **Monitor the Situation:** Staff will monitor the situation through windows or other safe means to gather information about any movement outside of the premises. They should not put themselves in harm's way.
- **Avoid Accessing the External Areas:** Children and staff should remain in the safe areas until the situation is resolved or emergency personnel have cleared the premises.

External Communication:

If safe to do so, staff will keep in contact with emergency services to provide any additional information or updates on the situation. The nursery should also ensure that the local authorities are aware of the nursery's location and that it is secured.

Children's Needs During Lockdown:

- Staff will attend to children's emotional needs, offering reassurance and comfort.
- If necessary, provide water, snacks, or items to keep children calm and occupied – books and toys
- Ensure that the children are safely seated or lying down and away from windows, doors, and external walls.

After the Lockdown:

Clearing the Lockdown:

The lockdown will only be lifted once emergency services or the nursery's manager have confirmed that it is safe to do so. Staff should not open doors or windows until they are given clearance by authorised personnel, such as emergency responders.

Debriefing and Reporting:

Once the lockdown is over, a debriefing will occur for all staff involved to discuss the actions taken, the effectiveness of the procedure, and any areas for improvement.

- **Incident Reporting:** An incident report will be completed, documenting the events, actions taken, and any follow-up needed. This report will be kept confidential and may be shared with relevant authorities.
- **Reviewing the Procedure:** The nursery will review the lockdown procedure to identify any improvements and ensure that it remains effective for future use. Any lessons learned will be incorporated into the nursery's training program.

Support for Children and Staff:

After the lockdown, children and staff may require emotional support. The nursery will ensure that children are provided with a calm environment, and staff will be offered support to help manage any stress or anxiety resulting from the incident. Parents will be informed and provided with guidance on how to support their child's emotional well-being.

Staff Training and Drills:**Lockdown Drills:**

The nursery will conduct regular lockdown drills to ensure that all staff and children are familiar with the procedure. These drills will help staff practice their roles and ensure that the lockdown procedure is efficient and effective.

- Drills will be carried out at least once a term, or more frequently if necessary.
- Drills will simulate a variety of emergency scenarios to test the response of staff, including the identification of threats, communication procedures, and evacuation routes.

Ongoing Training:

All staff will receive training on the lockdown procedure as part of their induction and will participate in regular refresher training. This ensures that all staff are familiar with their roles during a lockdown and understand how to respond to various emergency situations.

This Lockdown Procedure is designed to ensure the safety and security of all children, staff, and visitors in the event of an emergency. The nursery is committed to providing a safe environment, and this procedure ensures that appropriate steps are taken to secure the premises, protect children, and respond effectively to a threat. Regular drills, staff training, and communication with authorities are essential components of maintaining a safe and secure environment for everyone at the nursery. This Lockdown Procedure ensures that the nursery is fully prepared to handle an emergency, providing a clear and systematic approach for staff to follow, ensuring everyone's safety until the situation is resolved.

Review of Policy:

This policy will be reviewed annually (September 2025), or as needed, to ensure that it remains relevant and effective in meeting the evolving needs of the children, families, and staff within the nursery.

Name:	Position:	Signed:	Date:
David Birkbeck	Owner		
Kayleigh Tydd	Director		
Greg Bamber	Nominated Individual		
Zoe Tydd	Manager & DSL		
Abbie Lloyd	Deputy Manager		
Jade Radcliffe	Second Deputy Manager		
Pamela Lear	Practitioner		
Diane Jones	Practitioner		
Emily Gautrey	Practitioner		