

Lockdown

Policy aim:

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, but some of the more typical might be:

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

Partial Lockdown

A partial lockdown is a precaution aimed to keep children and staff safe while remaining indoors. This may be as a result of a reported incident/civil disturbance in the local community with the potential to pose a risk to children and staff in the setting. It may also be as a result of a warning being received regarding the risk of air pollution, etc. In 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 usual.

Partial Lockdown Procedure

- All outside activity to cease immediately, children and staff return to building. (There needs to be a means of communicating the alert to staff). All staff and children should remain in the building and external doors and windows should be locked.
- Free movement may be permitted within the building dependent upon circumstances
- In the event of an air pollution or chemical, biological or radiological contaminants issue, 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 of pollutants

Full Lockdown

This signifies an immediate threat to the setting and could be a result of a partial lockdown;

Immediate Action

- All children and staff should return to/stay in the building
- External doors should be locked
- Lock windows, draw blinds and curtains, cover internal door windows (so an intruder cannot see in)
- Staff and children to sit quietly out of sight and where possible in a location that would protect them from harm such as gunfire (bullets go through glass, brick, wood and metal). Consider locations behind substantial brickwork or heavy reinforced walls.
- A register should be taken, and headcount completed of all staff and children at the setting
- Children should not be released to parents during a lockdown and staff should not leave the premises unless instructed to do so.

Procedure for a full Lockdown:

Parents should not:

- **CONTACT THE SETTING DURING LOCKDOWN AS THIS COULD BLOCK THE 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**
 - **WAIT FOR THE SETTING TO CONTACT THEM ABOUT WHEN IT IS SAFE FOR THEM TO COME AND COLLECT THEIR CHILD**
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- Staff are to remain vigilant to any potential threats that may present or have reason to cause concern to implement a full lockdown.
 - When a staff member spots a potential safety risk they are instructed to blast the whistle for 5 seconds immediately followed by a shout of 'LOCKDOWN.' Headcounts must take place when re-entering the building and the final member of staff remaining outside must check to ensure that blind spots contain no children.
 - Upon hearing the alarm, staff are to ensure that all children, visitors and other users enter the office, along with the register of the group for the day, client list and mobile phone.
 - One staff member is to immediately headcount against the register for the day for both children, staff and visitors. If a child or staff member is missing the manager or deputy (if the manager is absent) to search in the building and return to the office as quickly and quietly as possible.
 - The office door will be locked internally once all users are accounted for.
 - Staff to keep the children as calm and quiet as possible.
 - Mobile phones to be kept on silent/do not disturb.
 - Senior staff to alert the emergency services on 999 to report the incident.
 - Parents to receive a SMS notifying a lockdown, and not to contact/arrive at the setting until a safe to continue SMS has been sent.
 - We would remain in the office until told otherwise by the authorities, supporting the children and each other, for as long as necessary
 - If the incident is being dealt with by the authorities and we are not directly affected and have been told to do so by the police, we will leave the office and return to the main rooms in the hope to reduce the stress on the children as much as possible – Outdoor play will not be reintroduced until further notice.

A letter to parents will be sent home as soon as possible following any serious incident to inform parents of the context of a lockdown.

Following the need for lockdown, the setting management will create a full record of the event. Policies and procedures will be reviewed as soon as possible to identify any areas for potential development.

A notification of significant incident will be made to Ofsted within 14 days (preferably as soon as possible after the incident).

PLEASE NOTE: Staff will practise this during inset days. We will not be practising with the children as we feel this could cause them undue stress.

This policy was reviewed at a meeting of	Playden
Held in:	April 2026
To be reviewed in:	April 2027
Signed on behalf of the setting:	
Name of Signatory:	
Role of Signatory:	Manager Deputy Manager