



Lockdown Procedure



The lockdown procedure will be implemented when the safety of children and staff is at risk, and it is safer to remain inside the current building. During a lockdown, all doors and windows will be secured, and blinds or curtains will be closed.

This emergency procedure may be activated in response to various situations, including but not limited to:

- A reported incident or disturbance in the surrounding community that could pose a risk to staff and children.
- The presence of an intruder on the nursery grounds who may threaten the safety of staff and children.
- A local warning regarding air pollution hazards, such as smoke, gas clouds, or other airborne risks.
- A major fire or explosion nearby, where it is safer to stay indoors rather than evacuate.

Management of the situation will depend in the circumstances presented

Staff will be alerted to initiate the lockdown through the following action:

- ✓ Remain calm throughout the process.
- ✓ The designated person(s) (Manager in charge) will coordinate the lockdown procedure and communicate with emergency services and parents.
- ✓ Make sure all staff and children remain in their assigned areas.
- ✓ If children are outside, staff should promptly and calmly bring them indoors, provided it does not pose a risk.
- ✓ Take a headcount or register to account for all children present.
- ✓ Lock all doors and windows, and close curtains or blinds where possible.
- ✓ Stay away from windows and doors, keep low, and help maintain a calm atmosphere.
- ✓ Engage children in quiet and calming activities to keep things as normal as possible.
- ✓ If appropriate, tune in to a local TV or radio station for updates. Avoid making unnecessary phone calls; keep lines open for essential communication.
- ✓ Don't 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.

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Name and role of signatory	Leahna Welch (Deputy Manager)



Initial Notification

Sound the alarm with three short, sharp blasts on a whistle.

If a situation requires a lockdown, the staff member who witnesses the incident should alert others by using their whistle. If possible, inform the manager, who will assess the risk, decide whether to initiate a lockdown, and contact emergency services if necessary.

Everyone, including children, staff, and visitors, should remain in their current room if it is safe to do so. Children should sit on the floor, away from doors and windows, with the door securely locked from the inside. Turn off the lights and, if possible, barricade the door. Staff should make every effort to keep children calm and quiet, engaging them in a silent activity or game. No one should leave the room under any circumstances during a lockdown.

Conduct a headcount or register check to account for everyone. The manager will ensure that all individuals are accounted for and safe before returning to the office to stay updated on the situation.

The manager on duty will respond to the situation based on the available information. If there is an immediate threat, such as an intruder, the police will be contacted urgently. In cases where authorities have already issued an alert, the nursery will await further instructions.

Once external authorities declare the situation safe, the manager will signal the all-clear internally. Staff will then aim to resume normal activities to minimize disruption and anxiety for the children.

Any child showing signs of distress will be given one-on-one time with their key person to discuss their feelings.

Parents will be notified about the situation as soon as it is safe and practical to do so, with updates provided as new information becomes available.

Following the event, a detailed log will be created, and a post-incident evaluation will be conducted to ensure all children and staff received adequate support and that the procedure was followed as planned.

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