



Lockdown Policy and Procedure

At Super Stars Pre-School we recognise the potentially serious risks to children, staff and visitors in emergency or harmful situations. A lockdown may take place where there is a perceived risk of threat to the nursery. Where possible, the nursery will act to ensure the safety of all personnel in the setting in the following situations:

- In the event that unauthorised person(s) considered dangerous on nursery grounds.
- In instances including domestic parties are attempting to abduct children.
- In instances where staff, students or volunteers from within the setting become a threat to the well-being of others.
- In emergency situations there is potential risk from spills and poisonous fumes from within the setting.

A lockdown will be initiated by the code or phrase (all staff to be advised). This is clearly distinguishable from the fire alarm/evacuation signal which is 1 continuous ring.

Lockdown procedures will be practised from time to time so that staff and children are familiar with them. During a Lockdown we will follow the **CLOSE** procedure:

Close all the windows and doors

Lock up

Out of sight and minimise movement

Stay silent and avoid drawing any attention

Endure. Be aware that you may be in lockdown for some time

Lockdown Procedure

1. On hearing the lockdown signal the Nursery Manager or Acting Deputy Manager will call for assistance – 999. If both Manager and Acting Deputy Manager are absent, then the appointed management cover.

2. In the event of a building lock – down, it is mandatory that all children and staff remain in the classroom. If children and adults are out in the garden then they need to come into the classroom.

3. Close windows in the rooms and pull down the blinds, lock the door, if possible. Doors are locked. Take keys and medical bag.

4. Turn off the lights and electrical devices.

5. Take a complete roll of everyone in the room.

6. All children against the wall or in the most non – visible area, in the classroom, lock door. Mobile phones turned to silent.

7. Emergency contact book, Mobile phone, turn to silent

8. Remind everyone to remain quiet.

9. No one to leave the room during lock down.

10. Remain in this position until the “All clear is announced” over the telephone.

11. The room will have a Phone, any medical treatments we hold for a child [Ventolin, epi pens, piriton] Water, Food, Blankets, First Aid kit, Hand sanitizer, Toilet paper, Wet wipes, Nappies, Nappy sacks & porta potty, Emergency bright sticks.

Following the lockdown

- Co-operate with the emergency services to help in an orderly evacuation.
- Ensure you have the Register and children's details with you.
- 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.

Managing parents

In the event of an incident, it is inevitable parents will want to come to the setting and collect their children immediately.

They must be discouraged from doing so, until the emergency services give the all clear.

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

Make it clear to parents that you will be acting on the advice of the emergency services and that they should also.

- Giving 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. We will discourage parents from ringing us directly for further updates during 'lockdown'; it will be vital our phone lines remain clear.

Consider the wording of a text or phone message that will be issued to all parents as soon as lockdown is announced, and you are sure the situation is not a false alarm.

Suggested wording for message to parents:

Due to an incident, we have been advised by the emergency services to secure the premises and stay put until we are given the 'all clear'. Please do not attempt to collect your child until it is safe to do so. We will let you know as soon as we are able when that is likely to be.

In the meantime, we need to keep our telephone lines clear and would appreciate your cooperation in not calling unless it is absolutely vital that you speak to us.

Reviewed 10-08-2025

To be reviewed annually