



Lockdown Policy

In the event of any external or internal incident which has the potential to pose a threat to the safety of children and adults in the setting, 'lockdown' procedures should be seen as a sensible and proportionate response. Procedures aim to minimise disruption to the learning and play environment, whilst ensuring the safety of all children and adults. Lockdown may be activated in response to any number of situations, such as:

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

There are two types of lockdown:

1) Partial Lockdown

A partial lockdown aims to keep children and staff safe whilst remaining indoors. This could be as a result of a reported incident or disturbance in the local community, or following a warning of an environmental risk such as air pollution. During a partial lockdown, all staff and children will remain in the building and all doors leading outside will be locked. No one will be allowed to enter or leave the building until the danger has passed; however the setting can continue as normal.

What will happen during a partial lockdown?

- All outside activity will cease immediately, children and staff will return to the building upon hearing the whistle. Staff and children will remain in the building and external doors and windows will be locked.

- Free movement may be permitted, depending on the circumstances.
- In the event of air pollution or chemical or biological or radiological contamination issue, air vents, fans and heating will be closed/turned off.
- All cracks around doors, and any vents into the room will be sealed and we will aim to minimise the access of any pollutants.

2) Full lockdown

This signifies an immediate threat to the setting and may be an escalation of a partial lockdown. The aim of a full lockdown is for the setting and its rooms to appear empty.

What will happen during a full lockdown?

- Upon hearing the whistle, all children and staff will return to and stay in the building.
- External doors will be locked.
- Internal doors will be locked, and keys removed.
- All windows will be shut, and blinds drawn (where present). Internal door windows will also be covered.
- A member of the management team will telephone the emergency services, at the earliest possible opportunity.
- Staff and children will sit quietly out of sight in the back corridor (between Ladybird and Bumblebee rooms). If necessary, they will move into the children's toilets.
- Lights will be turned off, computers shut down and mobile phones turned off or to silent mode) so as not to give away our position.
- A register and head count will be taken of all staff and children. Any children not accounted for will be identified immediately and a search will commence.
- Our lockdown bags will be used (with quiet resources for the children to use whilst in lockdown)
- Staff will remain calm and positive to ensure children's anxieties are kept to a minimum.
- Children will not be released to parents during a lockdown and staff will not leave the premises unless instructed to do so.
- At the earliest opportunity a message will be sent to key committee members informing them of the lockdown. They will then put a message

on the setting's FB page and inform Milton Primary school. Parents are requested not to contact the setting or come to the setting during lockdown, as they could be putting themselves and others in danger. The setting will get a message out as soon as it is safe to collect children.

After lockdown has taken place

A letter will be sent out to parents as soon as possible, informing them of the context of the lockdown.

Management will create a full record of the event and will notify Ofsted within 14 days of the incident.