

Beechwood Childcare Limited

Lockdown Procedures

Lockdown – an event has taken place that requires containing the children and adults on site to a particular location to ensure their safety.

All parents phone numbers should be saved in the work mobile. A text message should be saved in phone drafts to copy and send out to parents in the event of a lockdown, to tell them that the setting is in a partial / full lockdown and that they should not attend until we notify them that it is safe to do so. It should also instruct them not to ring the landline unless critical.

Partial Lockdown

A partial lockdown may need to be carried out in certain events, for example, a bee swarm coming into the nursery garden, a nearby fire causing hazardous smoke clouds, bomb threat in local area etc. It is imperative that staff try to remain calm for the duration of the lockdown.

- All children and staff must return to the building as quickly and safely as possible.
- All external windows, doors and vents must be securely closed.
- All people to remain inside building until notified that it is safe to leave.
- Notify parents by text message (prewritten text). Notify senior management team.
- Once notified that it is safe to leave the building, staff to notify parents that they are able to attend; doors, windows and vents able to be opened; and children and staff once again allowed to go into the garden.

Full Lockdown

A full lockdown may need to be carried out in more extreme events, for example, there is an intruder on site, a parent is becoming angry and/or violent etc.

It is imperative that staff try to remain calm for the duration of the lockdown.

- All staff notified of full lockdown by 5 short strong blasts on whistle.
- If there is a security threat, phone 999 immediately.
- Gather children together in the room and conduct head count to ensure all together.
- Do not move between rooms as incident could be occurring in the hallway.
- Close and lock all windows and external doors, and pull closed any blinds or curtains. If no curtains/blinds, blackout card can be taped to windows. This must be kept in an agreed place that is easily accessible.
- Keep children and staff away from windows and doors.
- All lights, computers and screens turned off.
- Everyone sit down.
- Try to keep children as quiet as possible. Consider creating a box of books or quiet toys to use that can be quickly grabbed to help distract children and keep their volume down whilst in lockdown.
- Keep up to date with news (listening to the radio or watching for news updates on news channels online).
- Do not call people on their phones.
- Notify parents by text message (prewritten text). Notify senior management team.
- If any children and staff are on a trip, contact them to tell them not to return until you tell them it is safe to do so.
- Regularly conduct head counts of children to ensure all still present.

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- If the fire alarm sounds, stay where you are unless the fire is where you are. Consider that the intruder could have set it off to encourage you to leave.
- Do not open the door until emergency services arrive, or you are notified by emergency services that it is safe to do so.
- Once notified that it is safe to leave the building, staff to notify parents that they are able to attend; doors, windows and vents able to be opened; children allowed to return from trips, and children and staff once again allowed to go into the garden.

Following a full lockdown you should:

- Follow any instructions given by emergency services.
- Leave building calmly.
- Report any incidents witnessed to police.
- Inform Ofsted within 14 days

Contact numbers :

In an emergency – 999

Non – emergency – 101

Ofsted – 0300 123 1331

UK Anti-terrorism Hotline - 0800 789 321

Add any setting specific lockdown guidance below: