



## Lockdown Policy and Procedure

**Date: November 2025**

**Review: November 2026**

### Policy Intention

Finch Nest Preschool recognises 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 preschool, its staff, children, visitors or property. Where possible, the preschool will act to ensure the safety of all personnel in the setting in the following situations:

- A reported incident or disturbance in the local community
- An intruder on site or on the farm grounds
- A warning being received regarding an environmental risk or risk locally
- A major fire or fumes in the area
- The close proximity of a dangerous animal

### Procedure

A lockdown will be initiated by a member of staff blowing the whistle 3 times, pause, 3 times, pause etc... until everyone is alerted.

**There are two types of lockdown procedure:**

#### 1. Partial Lockdown-

A partial lockdown is a precaution aimed to keep children and staff safe while remaining indoors. Children and staff should remain in the building and all doors and windows leading outside should be locked. No one should be allowed to enter or leave the building, however, the setting can otherwise continue as usual.

#### 2. Full Lockdown-

- On hearing the lockdown signal, move all children from outside into the building. Staff will lock the front stable door and lock the internal front door.
- Close any windows if open and all blinds to be pulled. Turn phones onto silent and turn off lights.
- On hearing the lockdown signal the preschool manager and/or deputy manager will call 999 for assistance on mobile phone.
- If children and staff were outside, they are to go straight into the baby room.
- 1-2 year olds and staff to stay in baby room, lock the door and cover glass with paper.
- 2,3,4 year olds and staff to stay upstairs, lock the door and cover glass with paper. Children and staff to congregate in kitchen area.
- First aid bag, register on iPad and phone kept in both rooms.
- Staff to headcount children in their care and complete register immediately.
- Stay out of sight, minimise movement, keep low and keep children as quiet as possible.
- Remain inside rooms until the premises is deemed safe by a member of the police.
- Manager to telephone all parents (if not already contacted) and inform them of the incident.
- Send a letter to parents to inform parents of the context of the lockdown in more detail.

- Records will be made of the event and actions taken.
- Ofsted and the Local Authority will be informed within 24 hours of the incident occurring.

### **Practice**

The lockdown procedure will be practiced regularly, at different times, on different days of the week to ensure all children are familiar with it. A record of the following will be kept:-

- The date and time of the drill
- Number of adults and children involved
- How long it took to complete
- Whether there were any problems that delayed completion
- Any further action taken to improve the drill procedure