



Lockdown Policy

Reviewed Date: January 2024

At Bidborough Village Nursery School, ensuring the safety of our children, staff, and visitors is paramount. This policy outlines the procedures to follow in the event of a lockdown, which may be initiated in response to perceived threats to the nursery's security.

Lockdown Procedures

A lockdown is activated by the announcement "Lockdown" repeated three times. The primary aim is to gather all individuals into a safe location as quickly as possible, following the CLOSE procedure:

- **Close** all windows and doors.
- **Lock up** the premises to prevent entry or exit.
- **Out of sight** and minimize movement.
- **Stay silent** to avoid attracting attention.
- **Endure** and prepare to stay locked down until it's safe.

Types of Lockdowns

1. **Partial Lockdown:**
 - Aimed at keeping everyone safe while staying indoors.
 - Continue activities as usual within the building, ensuring all external doors and windows are locked.
 - No one enters or leaves the building during a partial lockdown.
2. **Full Lockdown:**
 - If children are outside, staff will quickly bring them indoors.
 - Everyone moves to the designated safe room, equipped with an emergency exit.
 - Perform a headcount and report any missing individuals to the manager.
 - Remain quiet and calm in the safe room until the all-clear is given by the manager or police.

Managerial Responsibilities

- **Immediate Response:** Call 999 and delegate child supervision to another staff member if necessary.
- **Preparation:** Grab essential items like the first aid kit, registers, and visitors' book.
- **Security Measures:** Secure all external access points and minimize visibility from outside.
- **Communication:** Contact parents about the situation as soon as possible and follow up with detailed information post-event.

- **Documentation and Reporting:** Record the lockdown event and actions taken. Notify Ofsted and the Local Authority within 24 hours.

Lockdown Drills

- Conducted once per term to ensure preparedness.
- Record details such as date, time, participation numbers, and drill duration.
- Evaluate performance to identify and implement improvements.

This policy is subject to regular review and updates to ensure the safety and well-being of all individuals in our care during a lockdown situation.