



Lock Down Policy
September 2026- September 2027

Acorn Childcare Centre take all reasonable steps to ensure the safety of children, staff and others on the premises, in the event of an emergency requiring a full lock down we will follow the lock down procedure:

Lock down procedure

We will use the lock down procedure when the safety of the children, staff and others on the premises are at risk and we are better placed inside the current building, with doors and windows locked and blinds/curtains drawn.

We will activate this emergency procedure in response to a number of situations, but some of the more typical might be:

- A report of an incident or disturbance in the local community (with potential to pose a risk to staff and children in the nursery)
- An intruder on the nursery and school site (with potential to pose a risk to staff and children in nursery)
- A warning being received regarding a risk locally, of air pollution (smoke plumes, gas cloud etc.)
- A major fire or explosion in the vicinity of the nursery – if it is safer staying in the premises than leaving.

In this case the staff will be notified by the following action:

When an intermittent alarm sounds:

All individuals present within the setting, including Practitioners, children, office staff and housekeeping staff, must assemble at their designated safe space promptly and calmly. A full head count will then be undertaken to ensure that all children, staff and visitors are accounted for.

Where children are outside at the time of an emergency, Practitioners will calmly and promptly direct them back into the building, provided that doing so does not place them at additional risk. Practitioners will then move the children to their designated safe area, normally the corridor outside their base room.

Where it is safe and practicable to do so, staff will secure the environment by closing and locking doors and windows. Window coverings will also be closed where available to minimise visibility into the building from outside.

Members of the Senior Leadership Team will ensure that they carry their designated walkie-talkie at all times while on duty. This will enable effective and immediate communication between the different areas of the Nursery, particularly during an emergency or evacuation situation, and will support the safe and coordinated management of children, staff and visitors.

Staff must remain calm, maintain appropriate supervision of the children and follow the setting's emergency procedures and instructions from the designated lead or emergency services.

All individuals will keep away from the windows and doors and children will be occupied in the corridor, so they are not placed at risk or are able to see any situation developing outside.

The manager will ensure all children, staff and visitors are accounted for and safe before returning to the office area to keep up to date with the current situation via updates. The manager on duty will manage the situation dependant on the information available. If the nursery is in immediate danger of an intruder, the police will be called as a matter of urgency. In other cases where the situation has been alerted by the police or local area authority then the nursery will await further instructions.

Once the all clear has been given externally the manager will issue the all clear internally. After this time the staff will try to return to normal practice to enable the children not to be disrupted or upset by the events. Any children showing worries or concerns will have one to one time with their key person to talk about these.

Parents will be informed about the situation at the earliest safest opportunity and will be kept updated when the information changes.

After the event a post-incident evaluation will be conducted to ensure that each child and staff member was supported fully, and the procedure went as planned. Ofsted will be informed.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>September 2024 Reviewed by SK September 2026</i>	<i>Lorna Hodgett</i>	<i>September 2027</i>