



## SEVENOAKS DAY NURSERY

### Lockdown Policy and Procedure

At Sevenoaks Day Nursery we recognise the potentially serious risks to children, staff and visitors in emergency and harmful situations. A lockdown may take place where there is a perceived risk of threat to the nursery. Where possible the nursery will act to ensure the safety of all personnel in the setting in the following situations:

- In the event of a call from the police,
- In the event that an unauthorised person(s) who is considered dangerous is on the nursery grounds,
- In instances where persons (including domestic parties) are attempting to abduct children,
- In instances where staff, students or volunteers become a threat to the wellbeing of others,
- In emergency situations where there is a potential risk from spills or poisonous fumes from within or from outside the setting.

A lockdown will be initiated by someone calling 'LOCKDOWN'. This will be the Manager but in their absence this will be the Deputy Manager or a Room Leader (Lockdown Officer). This is clearly distinguishable from the fire alarm sound. Lockdown procedures will be practised from time to time in an appropriate way like fire drills, taking care not to alarm the children.

During a lockdown we will follow the close procedure:

- Make sure all the children are accounted for.
- Make sure staff are all aware of their roles during lockdown.
- Close windows, doors and blinds.
- Lock the doors in each room, the main door and check the Emergency Gate is padlocked if possible.
- Stay out of sight, minimise movement, stay away from windows and doors and stay quiet.
- Be aware that lock down may continue for some time.

- No non-essential phone calls on land lines or mobiles will be made. Staff will not be permitted to make personal phone calls or send text messages during lockdown, unless they are the designated person and are contacting emergency services or parents and carers.

This policy was adopted at a meeting of the Trustees of Sevenoaks Day Nursery CIO on 10th February, 2020 and last amended in February 2023.

A handwritten signature in black ink, appearing to read 'Susan Dreksler', with a horizontal line extending to the right.

Susan Dreksler  
Chair

## LOCKDOWN PROCEDURE

1. On hearing the lockdown signal, the Manager or deputy will signal for one of the Lockdown Officers to call 999.
2. In the event of a whole building lockdown it is mandatory that all children and staff remain in the room that they are in. If children and adults are in the garden or toilet they should go to the nearest classroom.
3. Close windows and blinds and lock all doors. Room leaders are responsible for overseeing this.
4. Room leaders are also responsible for ensuring the Headcount and that all children are accounted for.
5. The Emergency gate is to be padlocked if there is enough time and it is thought to be safe to do so.
6. Turn off lights and electrical devices.
7. Position the children, seated in the most non-visible area.
8. Take the register.
9. Remind everyone to remain quiet.
10. No one is to leave the room during lockdown.
11. Remain until the 'ALL CLEAR' is announced by either the emergency services or the designated person.
12. The Manager to send a message to parents/carers via the Family App. The message is to read "Due to an incident we have been advised by the emergency services to secure the premises and stay put until we are given the 'all clear'. Please do not come to the nursery and please do not call us. Do not attempt to collect your child until it is safe to do so. We will let you know as soon as we are able to do so."