



Lockdown Procedure

Date of last review: September 2025

Next scheduled review: September 2026

Purpose

The safety of children, staff, and visitors is our highest priority. This Lockdown Procedure provides a clear and consistent response to incidents that may pose a threat to the security of the setting.

A lockdown procedure involves an immediate halt to all activity, followed by locking and securing all external and internal doors and windows to prevent anyone from entering or leaving the building.

Lockdown Triggers

A lockdown will be initiated in the event of a serious risk to safety within or near the premises. The signal to initiate lockdown will be:

Six loud whistle blows, and the verbal use of the code word "Orange."

All staff must be familiar with these triggers and respond immediately.

Immediate Actions

Upon hearing or being informed of the lockdown signal:

Staff Responsibilities

- Calmly but quickly direct all children indoors to the nearest safe space.
- Close and secure all doors and windows.
- Switch off lights where possible and draw blinds/curtains.
- Ensure children remain quiet and out of sight from doors and windows.
- Take attendance to confirm all children are accounted for.
- Silence mobile phones and other devices.

Children's Guidance

- Children must follow staff instructions immediately.
- Remain seated and quiet until further notice.

Communication

- Staff will not use radios, phones, or other devices unless safe and essential.
- External communication with parents/carers will be managed centrally by the designated lead once the situation is safe to do so.

All Clear

The lockdown will remain in place until the official “all clear” message is given by the Manager or other designated senior staff member. No individual should leave the secured area until this confirmation is received.

Post-Lockdown

- A debrief will take place with staff to review the incident.
- Parents/carers will be informed as appropriate.

A written record of the event will be completed and filed in accordance with safeguarding procedures.