Lockdown Policy

1. Introduction

Lockdown procedures should be seen as a sensible and proportionate response to any external incident, which has the potential to pose a threat to the safety of children and adults in the setting.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

1. A reported incident or disturbance in the local community (with the potential to pose a risk to children and adults in the setting)
2. An intruder onsite (with the potential to pose a risk to children and adults in the setting)
3. A warning being received regarding an environmental risk locally, of air pollution (smoke plume, gas cloud etc)
4. A major fire in the vicinity of the nursery
5. The close proximity of a dangerous animal

2. Contents

The following sections are included in this policy document:

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   Appendix 1 - Communications – Model letter to send home to parents

3. Eligibility

This policy applies to the following persons in relation to Home from Home Lockdown Policy:

- Parents
- Carers with parental responsibility
- Home from Home Employees
- Contractors
- General Public

4. Procedures during Partial lockdown

A partial lockdown is a precaution aimed to keep children and employees safe while remaining indoors. This may be as a result of a reported incident/civil disturbance in the local community with the potential to pose a risk to children and employees in the setting. It may also be as a result of a warning being received regarding the risk of air pollution, etc. In a partial lockdown employees and children should remain in the building and all doors leading outside should be locked. No one should be allowed to enter or leave the building; however, the nursery can continue as usual.

What usually happens during partial lockdown?

All outside activity must cease immediately, children and employees return to building. All employees and children should remain in the building and external doors and windows should be locked. Free movement may be permitted within the building dependent upon circumstances. Seal up all the cracks around doors and any vents into the room – aim to minimise possible access points of pollutants

Responsibility for parents and carers during partial lockdown

PARENTS SHOULD NOT:

- CONTACT THE SETTING DURING LOCKDOWN AS THIS COULD BLOCK TELEPHONE LINES THAT ARE NEEDED FOR CONTACTING EMERGENCY SERVICES
- SHOULD NOT COME TO THE SETTING DURING LOCKDOWN AS THIS MAY PLACE THEMSELVES AND OTHERS IN DANGER
- WAIT FOR THE SETTING TO CONTACT THEM ABOUT WHEN IT IS SAFE FOR THEM TO COME AND COLLECT THEIR CHILD

5. Procedures during Full lockdown

This signifies an immediate threat to the nursery and may be an escalation of a partial lockdown Immediate action:

What usually happens during full lockdown

- All children and employees should return to/stay in the building.
- External doors should be locked
- Internal doors might be locked
- Lock windows, draw blinds and curtains, cover internal door windows (so an intruder cannot see in)
- Employees and children to sit quietly out of sight and where possible in a location that would protect them from harm such as gunfire (bullets go through glass, brick, wood and metal). Consider locations behind substantial brickwork or heavy reinforced walls. (Main building and Coach House to both use their upstairs areas)
- Turn off lights, computer monitors
- Turn off mobile phones (or at the least turn onto silent so they cannot give away your position)

- A register should be taken and headcount completed of all employees and children at the setting.
- Children should not be released to parents during a lockdown and employees should not leave the premises unless instructed to do so

Responsibility for parents and carers during full lockdown

PARENTS SHOULD NOT:

- CONTACT THE SETTING DURING LOCKDOWN AS THIS COULD BLOCK TELEPHONE LINES THAT ARE NEEDED FOR CONTACTING EMERGENCY SERVICES
- SHOULD NOT COME TO THE SETTING DURING LOCKDOWN AS THIS MAY PLACE THEMSELVES AND OTHERS IN DANGER
- WAIT FOR THE SETTING TO CONTACT THEM ABOUT WHEN IT IS SAFE FOR THEM TO COME AND COLLECT THEIR CHILD

6. Responsibility of Home from Home employees during full lockdown

All employees have been told to be vigilant and if they see something which is likely to cause harm to immediately shout "LOCK DOWN, LOCK DOWN, LOCK DOWN" so that everyone can hear, alerting employees outside by opening the door and shouting the alarm call. Count the children as they come inside, checking the total with the register.
Immediately check in the garden if any children are found to be missing.

- On hearing this alarm call, all employees should bring registers and guide children and any visitors/students to the upstairs areas of both the Main building and Coach House. ***Children and employees in the main building must only use the back stairwell accessed through the toddler Sensory room which comes out by the baby nappy room. You must not use the main stairwell by the front door.***
- Employees must check each area is empty as they go, locking external doors and windows, turn off lights and closing blinds.
- The room manager or team leader in their absence must immediately count the children and employees and check against totals on the register. If a child or employee is missing the Nursery Manager (or senior staff member in their absence) must search in the building and bring them back to the upstairs area as quickly and quietly as possible.
- **Babies to use Messy Kitchen and Sleep Room, Toddler to use Main Baby Room, Coach house to use Sensory and ICT room.**
- All employees should sit with the children to help keep as calm and quiet as possible.
- The Nursery Manager (or senior staff member in her absence)should ring 999 to report the incident and follow their instructions.
- All employees and children must remain upstairs in both the Main building and Coach House until told otherwise by the authorities, supporting the children and each other, for as long as necessary.
- If the incident is being dealt with by the authorities and we are not directly affected and have been told to do so by the police, we will leave the upstairs of both buildings and return to the main rooms in the hope to reduce the stress on the children as much as possible.

- We would remain within both the buildings (not venturing into either the front or back garden) until the all clear has been given by the authorities. On being told to do so by the police, we would email parents to notify them of the incident. The telephone would be manned to receive incoming calls.

Forest School- In the event of a Lockdown the Forest School leader will also be notified immediately verbally by the manager shouting "LOCK DOWN, LOCK DOWN, LOCK DOWN". The fire will immediately be extinguished, a head count carried out and then the children will be calmy and quietly escorted to the Toddler Room balcony attached to the construction room. The Toddler Room Manager (or person in their absence) will leave the balcony door unlocked until the Forest School group have entered inside. The Forest School employees will then secure and lock the balcony door and escort the children quietly and calmly upstairs to the Baby Room using only the back stairwell through the Toddler Sensory room and past the Baby nappy room.

Group on a trip/outing

If a group are on an outing when the incident occurs, the room manager must telephone them to tell them NOT to return to the nursery until the all clear has been given. If it is safe to do, the group should stay where they are e.g., in the library/museum. If they are on their way back to the nursery, to stop and go back to the venue and stay there until advised otherwise. (This group will have two mobile phones with them). If necessary, the person leading the outing to ring the police for advice.

If advised to do so by police, the trip lead would contact the parents and notify them of the incident. If safe to do so, we would suggest to parents to collect their children from the venue. If not, we would remain there until it was safe to leave and return to Home from Home.

Lunch breaks

If an employee is on their lunch break or offsite, they will be contacted via phone call and asked to remain offsite and away from the building. If an employee is on their lunch break in the staff room, upon hearing the call for Lockdown, they are to immediately follow the procedure, come inside the main building and head upstairs via the back stairwell.

To reduce the risk of someone entering the building to cause harm, procedures include:

- A senior employee is located in the hallway during busy drop-off and collection times
- The front door is locked at all times and parents ring the bell for entry
- Only door trained employees are allowed to open the door.
- The door is opened with the latch still on if the doorbell rings during times we are not expecting visitors
- The two doors to the garden are always locked when the children are not in the garden.
- Entry to the side alley is protected by a key pad lock
- Parents are informed of the safety policy before their child joins the setting, during their parent policy meeting
- We have a password and ask for photo identification of anyone collecting a child who we haven't met before

- Parents are told to inform us if anyone other than themselves are collecting/dropping off. We will refuse entry to anyone we have not been informed of, until we can contact the parents/guardians.
- We have outside lights so we can see when it gets dark

7. Procedure after lockdown has taken place:

An e-mail to parents will be sent home as soon as possible following any serious incident to inform parents of context of a lockdown. (See Appendix 1)
Following the need for lockdown, the nursery manager will create a full record of the event.
Policies and procedures will be reviewed as soon as possible to identify any areas for potential development.
A notification of significant incident will be made to Ofsted within 14 days (preferably as soon as possible after the incident)

8. Review

This policy will be reviewed annually and also in line with any changes in statutory guidance.

9. Version Control

Version	Date	Status	Comments	By
1	September 2018	Issued		Hollie Sullivan
2	October 2020	Updated		Sonia Hilder and Julia Pattendon
3	January 2022	Reviewed		Cassie Jones
4	May 2023	Reviewed		Sonia Green
5	October 2023	Reviewed	Added version control	Sophie Eade
6	April 2024	Reviewed	Added section on staff lunch breaks	Sonia Green
7	June 2025	Reviewed		Sophie Eade
8	May 2026	Reviewed		Sophie Eade

Appendix 1
Communications – Model e-mail to send home to parents/ visitors involved on the day

Dear parent /carer/ visitor

Following the incident on (enter date and time) we are writing to inform you of the action Home from Home has taken.
[Add summary of the incident and of its effect on staff, visitors, and other parents.]
We believe employees, parents and children are entitled to a safe and protective environment in which to work and play and as such are currently policies and procedures to understand if there are any areas for potential developments
In line with our statutory obligations a notification of significant incident will be made to Ofsted no later than 14 days
We very much appreciate your support and understanding during this time

If you have any concerns, please do not hesitate to contact my self
Yours sincerely

Nursery Manager