

Poppets Pre-School Emergency Lockdown Policy

Poppets Pre-School recognises the potentially serious risks to children, staff and visitors in emergency or harmful situations. A lockdown may take place where there is a perceived risk of threat to the setting, its children, staff and visitors, for example:

- A reported incident or disturbance in the local community.
- An intruder on site
- A warning being received regarding an environmental risk locally
- A major fire in the vicinity
- The close proximity of a dangerous animal

Procedures

A lockdown will be initiated by a member of staff shouting Lockdown x3 times. Members of staff to gather all the children together as quickly as possible (and take inside the building as necessary). There are two types of lockdown:

Partial Lockdown

A partial lockdown is a precaution aimed to keep children and staff safe while remaining indoors.

- Children and staff should remain in the building and all doors and windows leading outside should be locked.
- No one should be allowed to enter or leave the building; however, the setting can otherwise continue as usual.

Full Lockdown

- All staff calmly move the children to Blossom Room and close and barricade the internal door. The staff and children have access to drinking water and toilets.
- The Deputy Manager will take the register and the settings iphone with them.
- The Deputy Manager will headcount the children, alerting the staff to any missing children. A member of staff will do a sweep of the room, making sure no children are left behind.
- The manager will immediately call 999 (unless the lockdown has been advised by the emergency services).

- Remain in Blossom Room until the manager has been advised/deems the premises is safe. A 'Lockdown Box' will be stored in Blossom Room containing wet wipes, gloves, tissues, spare nappies, first aid equipment, water and cups, snacks and a torch.
- Attempt to keep the children as quiet and calm as possible until the dangerous situation is over.
- The Manager will send a message to parents via the Whatsapp group informing them of the situation and telling them to stay away from the setting until we tell them it is safe for them to do so. We will also ask parents to keep the phone line clear.

Once the danger has passed:

- When completely sure that the danger is over we will leave Blossom Room and continue with activities as far as possible.
- The Manager will contact parents and let them know it is now safe for them to collect their children.
- The Manager will send a letter to all parents to give parents more information regarding the Lockdown.
- Records will be made of the event and actions taken as necessary.
- Ofsted and the Local Authority will be informed within 24 hours of the incident happening.

Lockdown Drills

We will hold Lockdown drills once a term and will record the following information -

- The date and time of the drill.
- The number of adults and children involved.
- How long it took to enter Blossom Room.
- Whether there were any problems that delayed entry.
- Any further action taken to improve the drill procedure.

This policy was adopted on: (date)

Signed on behalf of the pre-school:(owner)

Date for review: August 2026