The Meadows
Cheeky Chimps Childcare

Lockdown Policy

Aim

The lockdown policy aims to ensure the safety of all children, staff, families, and other visitors to the setting in the event of a threat. Also, the nursery aims to minimise the risk of harm or the exposure to danger to anyone on the premises through the implementation of this policy.

Implementation

Examples of critical incidents include:

- Aggressive trespassers
- A local disaster
- Unusual amounts of media attention
- Immediate or imminent danger.

Initial notification

If an event takes place that requires a 'lock down', the following will occur.

- 999 will be called immediately if the event requires the emergency services.
- The management team will determine the need for a 'lock down' and raise the appropriate alarm.

If there is a lockdown, the staff must not panic as to do so will cause anxiety to the children, they must ensure the children are reassured by all the adults present, everyone in the room must stay in the room stay down low and out of external sight and try to remain as calm as possible. Children and staff in the garden will be alerted via the radio code ''red'' when going into lockdown, staff are to remain calm and escort children quickly as possible back into the building.

The Management team and seniors may decide that children may be moved to another location within the building if safety is at risk. If it is safe to do so children, staff visitors etc will be moved to the kitchen and the hatch and the door is locked, staff will count the children, staff and visitors to ensure everyone is present and accounted for. If someone is missing a member of the management team (if safe to do so) will look for the missing person and bring them back to the safety location. The management team/seniors will contact parents to let them know that the building is on lockdown and therefore nobody can enter or leave the premises until safe to do so. Management/seniors are to keep calm and keep emergency services and parents updated.

Manager/Seniors on site responsibilities

- Will contact and liaise with emergency services and follow their instructions
- Check the sign in sheet and check all the signed in children are present.
- Get any children/staff outside inside as quickly as possible
- Make efforts to seal and lock the doors and windows, turn off the lights and ensure children are kept below the window level, preferably under the furniture or down low or out of sight.
- If it is not safe for children, staff and visitors to stay front house of the nursery, everyone to go into the kitchen and lock the shutters and the door. Staff to turn off cookers, move tables to ensure safety of all. Management to continue to work with the police over the phone and follow their advice to keep everyone safe.

- Management/seniors to get the medication trolley if safe to do so and bring to the safe location.
- Management to contact all parents via phone or famly app that we are in emergency lockdown, and nobody can enter or leave the nursery, parents are given regularly updates where possible.
- Kingsdown school are informed via the phone that we are in emergency lockdown so they can protect their children and parents also.
- Ensure all children and individuals present remain in the locked areas until the ‘all clear signal’
- In the event of evacuation, we will escort the children will be escorted to another location if appropriate.
    - The Kingsdown Sports Centre
    - Carpark
    - Kingsdown school

All clear signal
Management on site will give and All Clear signal by saying “the lock down has ended.”

Gemma Farrar 13.9.2026

Review 13.9.2027