



This policy provides clear guidance to ensure the safety and security of all children, staff, and visitors in the event that the nursery needs to go into lockdown. Lockdown procedures are activated when there is a threat or potential threat either on or near the premises that poses an immediate risk to anyone on site.

This procedure applies to all staff, children, parents, carers, and visitors at Pegwell Bay Nursery.

A lockdown is the immediate securing of the nursery building and grounds due to situations such as an intruder or aggressive individual on site, a major incident in the local area, a nearby police operation, airborne hazards such as a gas leak or smoke, or a suspected or confirmed terrorist incident.

The signal to initiate a lockdown will be three short whistle blasts or the verbal command, "LOCKDOWN – LOCKDOWN – LOCKDOWN." The signal to indicate that it is safe to resume normal activity will be a continuous whistle for five seconds or the verbal command, "ALL CLEAR."

Children will be periodically prepared for lockdowns through carefully planned drills and will be read the story *Moggy's Coming* in a calm and reassuring manner.

The manager or most senior member of staff present will take control and lead the lockdown response. All staff and children are to proceed to the pavilion toilet area, unless they are already in their respective rooms, in which case they should stay in their designated safe areas. All children must be accounted for, and staff should collect all emergency medication (such as EpiPens and asthma pumps) from the utility room, along with the first aid kit and class registers.

Each room has a designated mobile phone, which must be taken during lockdown. These phones are used to maintain contact with emergency services and other rooms. The settings manager or deputy is responsible for ensuring these phones are fully charged and in working order at all times.

Once in the designated area, the deadlock on the pavilion toilet door should be secured, and the peephole may be used to observe outside safely. If required, staff must call 999. Baypoint Sports Reception should also be informed by calling 01304 613022. Mobile phones should be used to communicate with other rooms as needed. Contact numbers are pre-saved on each phone, and a full list is held by Baypoint reception.

No staff member should attempt to confront or interact with any intruder or individual causing the threat.



A lockdown bag is stored in each room's nappy change or toileting area. These bags contain long-life food, nappies, first aid equipment, and up-to-date contact details for all children in that room.

It is essential that children are reassured at all times during a lockdown to avoid unnecessary distress. Children must remain under the supervision of staff at all times and should be engaged in quiet, calming activities where possible.

As soon as it is safe to do so, the manager or senior staff member will notify parents using the Family app or by phone. Depending on the severity or nature of the incident, parents may be advised not to come to the setting, as doing so could place them or others at risk.

Once the all-clear is given, the manager or senior staff member will check and clear all areas of the setting. An incident form will be completed to inform parents of the nature of the incident and the steps taken during lockdown. The incident will also be reported to Ofsted within 14 days.

Regular drills will be carried out to ensure staff and children are familiar with lockdown procedures and feel confident in responding calmly and appropriately if needed.