



Lockdown Emergency Policy and Procedure

(Please read in conjunction with the Visitors Policy and Preschools Evacuation Procedures)

Preschool recognises the potentially serious risks to children, staff and visitors in the event of an emergency or harmful situation. A lockdown may take place where there is a perceived

threat to the safety of the children, staff, visitors or Preschool premises. Our lockdown procedure will

only be used in the event of a direct threat to the Preschool or in the immediate area surrounding the Preschool.

Lock down procedures will be practiced every 4 months to ensure that staff and children are

familiar with them.

Practices and Procedure

The following steps provide guidelines for staff, students and visitors in a lockdown situation:

1. The designated person in charge for the day will also identify themselves as the Lockdown manager and will signal the lockdown procedure by blowing a whistle 3 signals.
2. Staff will quickly and calmly ensure all children are taken to the either the toy cupboard or the furniture cupboard for safety.
3. The Preschool Lockdown manager will ensure to grab the Preschool mobile phone and register.

4. Staff will lock the external doors and any lockable internal doors.
5. Staff will secure all windows and doors and close blinds where they exist.
6. Staff will instruct children to move to the part of the cupboard that is furthest from the doors.
7. The children will be instructed to sit down, and staff will move furniture around them to act as a shelter.
8. Staff will do a head count immediately and complete the register.
9. The Lockdown Manager will complete a sweep of the area to ensure no one has been left behind.
10. The Lockdown Manager will have the Preschool mobile phone; they will be responsible for calling 999.
11. All staff will supervise the children, ensuring everyone remains out of sight and are sitting quietly.
12. No one will leave the rooms during a lockdown.
13. The Lockdown Lead will send a message to parents on the Whatsapp to tell them to stay away from the site. LOCKDOWN EMERGENCY POLICY AND PROCEDURE 2026-2027
14. All will remain in lockdown until the all-clear has been given by the emergency services (if in attendance). If the emergency services have not attended, the Lockdown Manager will check the environment is safe by completing a dynamic risk assessment before giving the all-clear.
15. The Lockdown Manager will inform the Chair of trustees at the earliest opportunity.
16. The Lockdown Manager will complete a Lockdown Report Sheet.

After a real lockdown:

- Lockdown Manager will inform all parents of the incident via the app, providing accurate

information about the situation, the "all clear" status, and any ongoing support or resources

available.

- Ofsted (0300 123 1231) and Surrey CC (notified via the A E O / A S O or if unavailable the SCC

Emergency Management Duty Officer- 0345 600 9009) will be informed within 24 hours of the

incident occurring.

Signed:

Chair of trustees:

Date reviewed: May 2026

To be reviewed: May 2027