

Home-Grown in Malvern @ The Wyche Institute

Lockdown Policy and Procedure

We will use the lockdown procedure when the safety of the children and staff is at risk and we will be better placed inside the building, with doors and windows locked and blinds drawn.

We will activate this emergency procedure in response to several situations, but some of the more typical might be:

- A report incident or disturbance in the local community (with potential to pose a risk to staff and children in the setting)
- An intruder on the site (with potential to pose a risk to staff and children in setting)
- A warning being received regarding a risk locally, of air pollution (smoke plumes, gas cloud etc.)
- A major fire, explosion, gas leak, chemical leak in the vicinity of the setting – if it is safer staying in the premises than leaving.
- The proximity of a dangerous dog roaming loose or other dangerous animal

The setting operates two levels of Lockdown – **PARTIAL (soft)** and **FULL (hard)**.

Necessary decision will be made by the manager, Natalie /deputy manager, Hazel.

• **Partial Lockdown:** This may be a result of a reported incident / civil disturbance in the local community with the potential to pose a risk to staff and pupils in the setting e.g. a dangerous dog on the grounds or loose in surrounding area, large quantity of wasps, arguing parents or individuals on the setting grounds or within close proximity to the setting etc. It may also be because of a warning being received regarding the risk of air pollution, etc. A partial lockdown is a precautionary measure which ensures that preschool is in a state of readiness should a situation escalate, whilst also enabling a degree of normality to continue.

• **Full Lockdown:** This signifies an immediate threat to the setting and may be an escalation of a partial lockdown. There is no attempt to continue normal business inside the building and no movement around the building unless necessary and in response to changing circumstances.

There must be a whistle kept in our ‘timer’ basket that is taken with us when we go outside, this whistle must be worn by the person who is closest to the garden gate, at the bottom of the garden. Another whistle will be kept in our emergency bag.

Raise the alarm- three sharp short blasts on your whistle.

Shout “LOCKDOWN!”

Remain calm

Move slowly

Obey instruction

Do not provoke an incident

- In the event of an incident requiring ‘Lockdown’ the person witnessing/hearing of the incident must alert other staff to the danger using the whistle. If we are outside, children to line up at the door upon hearing the three whistles. *Children will be taught to recognise the three-whistle sound through lockdown drills and know this signal means to go to the door.* Members of staff to get the children inside quickly and safely.
- Lead person Natalie/Hazel will instruct staff and delegate staff member to call 999 and ask for the police and other necessary emergency services if needed.
- **PARTIAL LOCKDOWN** all children, staff and visitors to remain in the main preschool room, lock all doors, close windows and draw blinds.
- **FULL LOCKDOWN** all children, staff and visitors will make their way to the hall. The hall has double glazed windows.

- Manager/lead to get the emergency bag and phone box.
- The mobile phone should only be used to call the emergency services. All phone lines must be kept free and not used. Receiving or taking other calls can be disruptive for when the emergency services or Local Authority need to make contact.
- When the children are gathered they should be seated on the floor away from the doors and windows with the door bolted from the inside. Other doors that do not have bolts from the inside of the hall to be barricaded using chairs and tables is possible.
- Lights should be turned off.
- Staff must try to ensure (as best as possible) children are kept calm and as quiet. Try and keep children engaged in a quiet activity or game for example, sleeping lions, relaxation, whisper eye spy or hide and seek.
- Stay out of sight, minimise movement, stay away from windows and doors and stay quiet.
- Be aware that lock down may continue for some time.
- **Do not allow anyone out of the room during a lockdown procedure in any circumstances.**
- A register/head count should be taken at this time.
- The manager will ensure all children, staff and visitors are accounted for and safe
- The manager on duty will manage the situation dependant on the situation and the information available. If the setting is in immediate danger of an intruder, the police will be called as a matter of urgency. In other cases where the situation has been alerted by the police or local area authority then the setting will await further instructions. Once all clear has been given externally the manager will issue the all clear internally.
- Once declared safe and all clear has been given by emergency services, the staff will try to return to normal practice to enable the children not to be disrupted or upset by the events.
- Any children showing worries or concerns will have one to one time with their key person to talk about these.
- Parents will be informed about the situation at the earliest safest opportunity and will be kept updated when the information changes.
- After the event a log will be made of the incident with a post-incident evaluation will be conducted to ensure that each child and staff member was supported fully and the procedure went as planned.

Training and reference documents

The “Protective security and preparedness for education settings” document details comprehensive advice for setting security: [Protective security and preparedness for education settings - GOV.UK](https://www.gov.uk/government/publications/protective-security-and-preparedness-for-education-settings)

<https://www.gov.uk/government/publications/protective-security-and-preparedness-for-education-settings>

Free online training is available for staff at [ACT for Education | ProtectUK](https://www.protectuk.police.uk/group/99) <https://www.protectuk.police.uk/group/99>

Written by: Natalie Luce, preschool manager, DSL, SENco.

Date: 20/05/2026

Reviewed:

Post Incident Evaluation Form
Home-Grown in Malvern @ the Wyche Institute

Date of incident:

Lockdown type: *(Full or Partial lockdown?)*

Reason for lockdown: *(e.g. Intruder, civil disturbance, chemical spill?)*

Time lockdown Initiated:

Time all clear given:

Person completing the evaluation:

Safeguarding and Wellbeing

- **Were all children accounted for immediately?** (Yes/No - detail any issues)

- **Were children kept calm and reassured?** (Detail methods used, e.g., low voices, quiet activities)

- **Did any children require specific medical or additional support during the lockdown?** (Yes/No - detail)

- **Post-incident support:** Have children had 1:1 time with their key person to discuss worries?

Communication Effectiveness

- **Internal communication:** Did staff know immediately what to do? Were radios/internal phones working effectively?

- **Emergency services:** Were services contacted swiftly and accurately?

- **Parental communication:** Were parents informed at the earliest safe opportunity? Did parents adhere to instructions not to approach the site or block lines of communication?

Operational and Site Security

- **Access Control:** Did all perimeter doors and internal locks function as intended?

- **Safe Areas:** Were the designated lockdown rooms large enough and adequately stocked (e.g., emergency bags, water)?

- **Procedure Flaws:** Did any staff member encounter difficulties (e.g., locating keys, securing a specific room)?

5. Action Plan and Recommendations

Identify concrete steps to improve your setting's critical incident plan.

Action Required	By Whom	Target Date	Status: Pending/ In progress
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(e.g., Replace broken lock on the main playroom door)

(e.g., Update parent emergency contact numbers)

Notifications and Sign-Off

Ofsted Notified: Yes / No *(If necessary, under EYFS notification guidelines)*

Evaluation Completed By (Signature):

Date: