

Lockdown Policy

Ben Rhydding Pre-School
September 2025

Signed by Chairperson(s)



Introduction

The safety of children, staff, and visitors is our highest priority. In rare situations, it may be safer for everyone to remain inside the building rather than evacuate. This policy outlines the procedures for initiating and managing a lockdown.

Lockdown Triggers

A lockdown may be initiated if there is:

- An intruder on or near the premises.
 - Civil disturbance in the local area.
 - A dangerous animal on site.
 - Any other situation where evacuation would place children and staff at greater risk.
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Lockdown Signal

Whistles are located in three different areas of the setting (on each of the two-way-radios, and on the outdoor garage keys)

Three short, sharp blasts on the whistle signals immediate lockdown.

All staff and children must stop what they are doing and follow the lockdown procedure.

Lockdown Procedure

On Hearing the Lockdown Signal:

- Register and phone to be collected
- Staff calmly but quickly gather children into the kitchen area of the Pre-School Room.
- If deemed safe, the group will move to the cloakroom at the end of the building.
- Children with additional needs will be supported into the lockdown room
- The kitchen or cloakroom are the secure lockdown rooms for this setting.

Securing the Setting:

- The doors are locked and the shutters closed.
- Turn off the lights
- All phones must remain on silent, and staff will not make or answer any calls until the situation is resolved.
- Staff remain calm and reassure children.
- The designated leader keeps the mobile phone with parent contact numbers in case emergency communication with families is required.

During Lockdown:

- Children remain quiet and seated on the floor away from the doors with staff supervision.
- Alert the emergency services and follow their instructions
- No one is permitted to leave the lockdown room until an “all clear” is given.

After the incident

- Parents will be informed as soon as it is safe to do so.
- Parents will be reminded not to come to the setting until advised.
- An incident report is completed and reviewed by the manager.
- A debrief is held with staff to evaluate the procedure and update practice if needed

Practice and Review

- Lockdown drills will take place termly and details of these will be recorded/reviewed/stored.
- Staff will receive refresher training annually.
- This policy will be reviewed annually or after any lockdown/drill.