

## Honeys Nursery Lock Down Policy

We will use this 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 lights off.

We will activate this emergency procedure in response to a number of situations.

Some of the more typical ones might be

A report incident or disturbance in the local community (with potential to pose a risk to staff and children in the setting)

A warning being received regarding a risk locally or air pollution (smoke plumes, gas, cloud etc)

A major fire or explosion in the vicinity of the nursery (as long as it is safer staying in the premises than leaving)

In this case everyone will be noted by the following action

The word “**LOCKDOWN**” will be **SHOUTED**” Everyone including the children are to remain in the area they are in if safe to do so.

If the children are outside staff are to promptly and calmly direct the children into the building.

If staff are in the office or kitchen and it is safe to do so they should go directly into the main building via the milk kitchen door taking the door key with them and closing the door shut.

All individuals will keep away from the windows and doors and the children will be occupied in the centre of the room so

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they are not placed at risk or able to see any situations developing outside.

The session manager will ensure all the children staff and visitors are accounted for and safe and keep up to date with the current situation via telephone or ipad. The manager on duty will manage the situation dependent on the 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 the nursery will await further instructions.

Once all the clear has been given externally the manager will issue the all clear internally after this the staff will try to return to normal practise 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 the key person to talk about these

Parents will be informed about the situation at the earliest opportunity and will be kept updated when the information changes after the event a post incident evaluation will be conducted to ensure that each child and staff member was supported fully and the procedure went as planned.

Reviewed and shared with all current staff October 2025