

Orchard Childcare Limited

LOCKDOWN PROCEDURE

NaCTSO - National Counter Terrorism Security Office 2015 state "The aim of Lockdown is to prevent people moving into danger areas and preventing or frustrating the attackers accessing a site (or part of)."

Although having a Lockdown procedure is an uncomfortable exercise for staff and children, it is crucial that we know what to do if there is threat at Orchard Childcare Limited. The Lockdown Procedure will be implemented in response to an internal or external incident which could be a threat to the safety of staff and children at Orchard Childcare. The aim is to protect children and staff from a terrorist/extremist weapons attack until the police arrive to take control of the situation.

Lockdown drills and practices will take place a minimum of termly to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and debriefed to staff so improvements can be made.

Lockdown Procedures may be activated in response to any number of situations, these may include:

- Hostile intruder
- Civil unrest (eg rioting, hostile demonstration)
- Chemical leak/ Radiation risk
- Attempted abduction (whether by an estranged parent or stranger)
- Major incident in immediate vicinity (eg car / plane crash, stabbing etc)
- Out of control animals (eg dogs, bees, etc)
- Person with dangerous weapon

Orchard Childcare will ensure that the children, visitors, volunteers, staff get to safety and shelter fast! Orchard Childcare will follow the **CLOSE** method:

C- Close all windows and doors and close curtains/blinds if possible. Turn off fans or mobile air conditioning units (this will reduce noise and the risk of exposure to any chemical/biological attack)

L- Lock up the areas (staff will need to liaise, all staff's responsibility).

Ensure registers, first aid box/medication, phones (ensure silent communication and lines that cannot be intercepted), food, water is accessible.

O- Out of sight and minimise movement (under tables, lie on the floor- hide in either school's hall). A register will be taken

S- Stay Silent and avoid drawing attention (children to stay under tables or lie on floor, be quiet, no noise)

E- Endure. Be aware that you maybe in Lockdown for some time.

Call the Police immediately.

No one must leave the area until short sharp whistles are blown which indicates that a normal situation is resumed.

Orchard Childcare Limited

Upon hearing the phrase '**LOCK DOWN**', this will signal a Lockdown Procedure will take immediate effect and we will do the following: **CALL THE POLICE** and follow the **CLOSE** method.

The Manager will notify parents that the Lockdown Procedure has been implemented and explain what the next steps are.

Suggested wording for parent message "Due to an incident we have been advised by the emergency services to secure the premises and stay put until we are given the 'all clear'. Please do not attempt to collect your child until it is safe to do so. We will let you know as soon as we are able to when that is likely to be. In the meantime, we need to keep our telephone lines clear and would appreciate your cooperation in not calling unless it is vital that you speak to us."

The Manager will make a judgement and consider whether it would be appropriate to evacuate the children (eg using a door or a window) if there is another safe refuge nearby, ie: another school, or to vacate the premises completely. This would depend upon many things, the nature and location of the threat, the children in our care, the staff. A decision will be made by the Management and the Police.

General tips:

- Be vigilant at all times.
- Challenge any unfamiliar people.
- Follow Orchard Childcare safeguarding policy and procedure at all times
- Keep doors/windows locked when not in use.
- Use the same Procedure for whether you are in the Infant or Junior School and adapt the Procedure where needed.
- Ensure that students, staff and visitors are aware of an exit point in case the intruder does manage to gain access.

There are three key factors: Time, Control, Simplicity.

Time: sensitive

Control: Control of an incident is essential, otherwise there is a strong chance of panic. An incident controller/co-ordinator should be nominated to take charge. Because of holidays/sickness/, we have 3 nominated staff to ensure that one is on site at all times.

Simplicity: Procedures must be kept simple and be usable under stress and at different times of the day, e.g. during arrival of students, lunchtime and during after-school activities.

Orchard Childcare Limited

In Summary

Signals

Alarm or signal for lockdown	Short sharp bursts of a whistle
Signal for stand down / all-clear	Short sharp bursts of a whistle

Rooms most suitable for lockdown
1 Classrooms
2 Hall
3 Sports hall
4 Offices
5 kitchen

Following lockdown:

- Staff will cooperate with emergency services to assist in an orderly evacuation.
- Staff will ensure that they have the register and children's details.
- Staff or children who have witnessed an incident will need to tell the police what they saw. The police may require other individuals to remain available for questioning.

Recording and reporting

- The setting manager reports the lockdown to the owners/directors/trustees as soon as possible. In some situations, this may not be until after the event.
- A record is completed as soon as possible and RA is reviewed and updated.

Police 999

Anti-terrorist hotline: 0800 789 321.

For non-emergency, call the police on 101.

This policy will NOT shared with anyone except parents as we do not want anyone to know our procedure.

This policy was adopted by: Orchard Childcare	Date:18/08/2025
To be reviewed: September 2026	Signed: 