



Emergency Lockdown and Evacuation Policy

Statement of intent

Toddington Childcare & Forest School recognises that there are potentially serious risks to children, staff and visitors in emergency or harmful situations. A lockdown or evacuation may take place where there is a perceived risk of threat to our setting, the children, visitors or our property.

A lockdown could include a

- Stranger on Site
- Sighting of a Weapon
- Civil Disturbance
- Reported Incident
- Dangerous Animal
- Air Pollution

An evacuation could include a

- Bomb Threat
- Gas Explosion

Details

- Toddington Childcare & Forest School has formulated separate internal procedures for safely handling emergency lockdown and evacuation situations which all Staff have signed and regularly practice.
 - Emergency lockdown drills are conducted annually.
 - Emergency evacuation drills are conducted annually.
- In the event of a real emergency lockdown or evacuation, the Setting Manager will telephone all parents/carers and our Chairperson to inform them of the incident. Written records will be made of the incident together with the actions taken.
- Ofsted, together with Central Bedfordshire Children's Services LADO, will be informed of the incident within 24 hours.

This policy was accepted at a *Committee Meeting* of *Toddington Childcare* in April 2021 and is reviewed annually.

Last reviewed in January 2026.

Signed on behalf of *Toddington Childcare Forest School*

Sarah Malcom
Chair to the *Committee of Toddington Childcare*