



## SEVENOAKS DAY NURSERY

### Lockdown Policy and Procedure

At Sevenoaks Day Nursery we recognise the potentially serious risks to children, staff and visitors in emergency and harmful situations. A lockdown may take place where there is a perceived risk of threat to the nursery. Where possible the nursery will act to ensure the safety of all personnel in the setting in the following situations:

- In the event of a call from the police,
- In the event that an unauthorised person(s) who is considered dangerous is on the nursery grounds,
- In instances where persons (including domestic parties) are attempting to abduct children,
- In instances where staff, students or volunteers become a threat to the wellbeing of others,
- In emergency situations where there is a potential risk from spills or poisonous fumes from within or from outside the setting.

A lockdown will be initiated by someone blowing the Lockdown Whistle. A phone call will be made to the pre-school room by a designated person to advise. This will be the Manager, but in their absence, this will be the Deputy Manager or a designated person. This is clearly distinguishable from the fire alarm sound. Lockdown procedures will be practised from time to time in an appropriate way like fire drills, taking care not to alarm the children.

During a lockdown we will follow the close procedure in both the main nursery and pre-school room:-

- Make sure all the children are accounted for.
- Make sure staff are all aware of their roles during lockdown.
- Close windows, doors and blinds.
- Lock the doors in each room, the main door and check the Emergency Gate is padlocked if possible.
- 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.
- No non-essential phone calls on land lines or mobiles will be made. Staff will not be permitted to make personal phone calls or send text messages during lockdown unless they are the designated person and are contacting emergency services or parents and carers.

This policy was adopted at a meeting of the Trustees of Sevenoaks Day Nursery CIO on 10th February 2020 and last reviewed and amended in April 2025.

A handwritten signature in blue ink, appearing to read 'Stephanie', followed by a long horizontal stroke.

Stephanie Jenkinson  
Chair

## **LOCKDOWN PROCEDURE**

1. On hearing the lockdown signal, the Manager or deputy will signal for one of the Lockdown Officers to call 999.
2. In the event of a whole building lockdown, it is mandatory that all children and staff make their way to the main hallway. If children and adults are in the garden or toilet, they should make their way indoors straight away to the assembly point (Main hallway).
3. Close windows and blinds and lock all doors. Room leaders are responsible for overseeing this.
4. Room leaders are also responsible for ensuring the Headcount and that all children are accounted for.
5. The Emergency gate is to be padlocked if there is enough time and it is thought to be safe to do so.
6. Turn off lights and electrical devices.
7. Position the children, seated in the most non-visible area.
8. Take the register.
9. Remind everyone to remain quiet.
10. No one is to leave the hallway during lockdown.
11. Remain until the 'ALL CLEAR' is announced by either the emergency services or the designated person.
12. The Manager to send a message to parents/carers via the Family App. The message is to read "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 come to the nursery and please do not call us. 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 do so.
13. Pre-school (Grasshoppers) have their own Lockdown procedure attached.

## **LOCKDOWN PROCEDURE**

### **Pre-school (Grasshoppers)**

On receiving the lockdown call from the main building “Lockdown, Lockdown, Lockdown”. We will:-

1. Ensure that all children are securely inside the Grasshopper building.
2. Lock doors and windows and ensure that the blinds are pulled down.
3. Grab the register and the land line phone.
4. Lead all children into the “Book Den” and lock the door.
5. Room leader/nominated person is responsible for headcount to ensure that all children are accounted for.
6. Turn off the light and electrical devices, telephone to silent.
7. Remind all the children to be quiet and to sit down.
8. No one to leave the Book Den until they have been told it is safe to do so, by the Manager/Deputy or designated person. This will be communicated via telephone intercom.