Lockdown (Keeping Safe) Policy and Procedure

Setting Name: Little Monsters Day Nursery

Date Adopted: 22nd April 2026

Review Date: 22nd April 2027

Manager: Shweta Ganger

Designated Safeguarding Lead (DSL): Shweta Ganger

1. Policy Statement

At Little Monsters Day Nursery we prioritise the safety, welfare, and wellbeing of all children in our care. We are committed to providing a secure environment where children feel safe, supported, and protected from harm.

This policy is underpinned by the safeguarding and welfare requirements of the Early Years Foundation Stage (EYFS) statutory framework set by the UK Government and is in line with expectations from Ofsted.

We recognise our duty to:

- Identify and minimise risks to children's safety
- Ensure robust procedures are in place for emergencies
- Maintain a culture of vigilance and proactive safeguarding

2. Purpose

The purpose of this policy is to ensure that all staff are confident, competent, and able to respond swiftly and effectively in the event of a situation requiring a lockdown.

We ensure that:

- Procedures are **clearly understood and consistently implemented**
- Children are supported in a way that is **age-appropriate and emotionally sensitive**
- Practice drills are used to **embed knowledge without causing distress**

3. Definition of Lockdown

A lockdown is implemented when there is a perceived or actual risk to safety and it is safer to remain inside the nursery and secure the premises rather than evacuate.

4. Risk Awareness and Triggers

As part of our ongoing risk assessment processes, staff remain alert to potential risks. A lockdown may be initiated in response to:

- An intruder or unauthorised person on or near the premises
- Police activity or incidents within the locality
- Environmental hazards (e.g. smoke, gas, chemical risks)
- Dangerous animals or external threats
- Any situation where leaving the building may increase risk

Staff are expected to demonstrate **professional curiosity and vigilance** in identifying potential risks.

5. Types of Lockdown

Partial Lockdown (Precautionary):

- External access points are secured
- Children remain safely indoors
- Activities continue with heightened awareness

Full Lockdown (Emergency):

- Immediate securing of the building
- Children and staff move to designated safe areas
- Calm and quiet environment maintained

6. Procedures

Initiating Lockdown

- The Manager/DSL will make the decision based on risk assessment
- Staff will be alerted using an agreed and understood signal ("Keeping Safe")

Immediate Actions by Staff

Staff will act promptly to:

- Secure all doors and windows
- Close blinds/curtains where appropriate
- Turn off lights if necessary
- Move children away from doors and windows
- Gather children into safe, secure areas
- Conduct an immediate headcount/register

Staff demonstrate **effective deployment and clear communication** during this process.

During Lockdown

- Maintain a calm, controlled, and quiet environment
- Provide consistent reassurance to children
- Use familiar routines or quiet activities to reduce anxiety
- Ensure all children always remain supervised
- Follow instructions from emergency services where applicable

Staff prioritise children's **emotional wellbeing alongside physical safety**.

Communication

- The Manager/DSL will liaise with emergency services as required
- Clear internal communication will be maintained
- Parents will be informed at the earliest safe opportunity
- Confidentiality and sensitivity will be always maintained

Ending Lockdown

- The “all clear” will only be given by the Manager or emergency services
- A full check of the premises will be completed
- Children will be supported in returning to normal routines
- Staff will offer reassurance and address any concerns

7. Roles and Responsibilities

Manager/DSL:

- Leads decision-making and risk assessment
- Ensures procedures are effectively implemented
- Maintains communication with external agencies and parents

Staff:

- Demonstrate confidence in implementing procedures
- Always maintain supervision and ratios
- Support children’s emotional security
- Follow safeguarding procedures consistently

8. Supporting Children (EYFS Focus)

In line with EYFS principles:

- Children are supported to feel **safe, secure, and emotionally contained**
- Explanations are given in a **developmentally appropriate way**
- The term **‘keeping safe’** is used instead of ‘lockdown’
- Key persons provide reassurance and continuity of care

We ensure children’s **personal, social and emotional development (PSED)** is prioritised throughout.

9. Practice Drills and Continuous Improvement

- Lockdown drills are carried out regularly (at least annually)
- Drills are planned to be **low-impact and non-threatening**
- Staff reflect on practice to identify strengths and areas for improvement
- Outcomes are used to **strengthen safeguarding practice**

10. Record Keeping and Monitoring

We maintain clear records of:

- Lockdown drills
- Staff involvement and response
- Any issues or actions identified

This supports **accountability and robust safeguarding oversight**.

11. Review

This policy will be reviewed:

- Annually
- Following any incident or drill
- In response to updates in statutory guidance

Key Strength Statements

This policy ensures:

- A **strong culture of safeguarding and vigilance**
- Staff who are **confident, well-trained, and responsive**
- Children who feel **safe, secure, and supported**
- Clear, effective, and embedded procedures

This Policy is reviewed annually and following legislative changes or serious incidents.

POLICY ADOPTION

Date: _____

Signed _____

Role: _____