



HUMPTY DUMPTY PRE-SCHOOL

All Saints Centre, New Road, Hackbridge, Surrey CR4 4JN

Humptydumpty17@virginmedia.com

07729 434226

LOCK DOWN PROCEDURE

At Humpty Dumpty Pre-school, we are committed to ensuring the safety and wellbeing of all children, staff and visitors during emergency situations such as intruders, dangerous individuals nearby, or civil disturbances.

PURPOSE

The purpose of this Lockdown Procedure is to ensure the safety of children, staff and visitors during a situation where it is safer to remain inside the building than to evacuate. This procedure provides clear, step by step instructions to follow during a lockdown.

SCOPE

This policy applies to:

- All children attending the Pre-school
- All staff members (including agency and temporary staff)
- Volunteers and visitors on the premises.

DEFINITION OF LOCKDOWN

A lockdown is a procedure used when there is an immediate or potential threat in or around the nursery that requires occupants to stay indoors and secure themselves in safe areas until the threat is neutralised or the situation is deemed safe by authorities.

WHEN TO ACTIVATE LOCKDOWN

Lockdown should be initiated in situations such as:

- An intruder or unauthorised individual on the premises
- Threatening or violent behaviour in or near the nursery.
- Police activity or criminal incident nearby.
- Dangerous animal on site.
- Chemical spill, gas leak, or environmental hazard outside.

LOCKDOWN SIGNAL

- The Manager will use her whistle to communicate to the children that they must stand still and raise their hands, we will use this same situation when we need to do a fire drill etc.
- The Manager will announce **HIDE & SEEK** as the agreed signal
- All staff must act **immediately** upon hearing the signal.

IMMEDIATE STAFF ACTIONS

Vicki & Jackie

- 1. Secure entry points**
2. Close and lock all internal and external doors and windows
3. Pull blinds and close curtains where possible
4. Shut kitchen hatch and lock
5. Turn off lights
6. Turn off music or electronic devices
7. Gather all mobile phones and register
8. Conduct a headcount once inside the cupboard, ensure all children are accounted for.

All staff

- 1. Move children to safety**
2. Gather children away from doors and windows
3. Sit them quietly in a safe part of the room or in the cupboard if an intruder is inside the building.
4. Keep children calm and comforted
5. Remain silent and hidden
6. Keep everyone quiet and out of sight
7. Do not answer the door until the all clear is given

MANAGER / DEPUTY MANAGER RESPONSIBILITIES

Gill

- Call 999 and inform emergency services of the situation.
- Confirm the location, nature of the threat, and number of children/staff present.
- Remain in contact with emergency responders.
- Monitor the premises (if safe to do so)
- Ensure no one enters or leaves the building.

COMMUNICATION DURING LOCKDOWN

- do not use mobile phones unless for emergency contact.
- Avoid panic or speculation on group chats or social media.
- Parents will **not be contacted until** the situation is under control and is safe to do so.

ENDING LOCKDOWN

- Lockdown will only be lifted by the **Manager** or **Emergency Services**.
- The all clear signal will be announced **“ALL CLEAR”**
- Staff will:
 - Conduct a final headcount
 - Reassure the children
 - Resume normal activities where possible.

AFTER THE INCIDENT

- Notify all parents once the lockdown is over and confirm that all children are safe.
- Offer support to staff, children, and families as needed.
- Record the incident in the nursery's incident book.
- Hold a staff debrief to review what went well and identify areas of improvement.

REGULAR LOCKDOWN DRILLS

- Practice drills will take place twice a year.
- Drills will be child-appropriate, calm, and reassuring.
- Staff will review each drill and update procedures as needed.

Reviewed and updated September 2026
This Procedure will be renewed annually