



Oakbridge Little Learners LTD
66-68 Bridge Cross Road
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LOCKDOWN PROCEDURE

Policy Statement

Oakbridge Little Learners Ltd is committed to safeguarding children, staff and visitors. This procedure outlines the steps to be taken in the event of a **lockdown**, where it is safer to remain inside the nursery due to a potential risk in or around the local area.

This procedure supports the nursery's safeguarding arrangements and should be read alongside the **Safeguarding Policy, Health, Safety & Hygiene Policy, Emergency Evacuation Policy**, and the **Parent Handbook**.

What Is a Lockdown?

A lockdown may be initiated when there is a potential risk outside or within the nursery that makes it unsafe to leave the building, for example:

- An intruder or suspicious behaviour in the vicinity
 - Police activity or disturbance nearby
 - A dangerous animal in the local area
 - Environmental hazards (e.g. smoke or gas plume)
 - Any situation where remaining inside is deemed the safest option
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Initiating a Lockdown

- The **Nursery Manager** or **Deputy Manager** will initiate a lockdown
 - In the absence of management, the **most senior member of staff on site** may initiate lockdown
 - Staff will be alerted immediately and calmly
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Lockdown Procedure

Upon lockdown being initiated, staff will:

1. Secure the Environment

- Close and lock doors and windows
- Close blinds or curtains where possible
- Ensure external access points are secured

2. Move Children to Safety

- Children remain with their familiar staff
- Rooms are used as places of safety
- Children are reassured calmly and kept occupied

3. Supervision and Registers

- A register check is carried out immediately
- Any discrepancies are reported to the Nursery Manager
- Staff maintain supervision at all times

4. Noise and Movement

- Staff reduce noise where appropriate
- Mobile phones are kept on silent
- Children are supported to remain calm and settled

Communication

- Emergency services will be contacted where appropriate
- Parents/carers will be informed via agreed communication methods once it is safe to do so
- No unauthorised communication (including social media) will take place



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Ending a Lockdown

- Lockdown will only be lifted once it is confirmed safe to do so
- This decision will be made by:
 - Emergency services, or
 - The Nursery Manager / Deputy Manager following risk assessment
- Normal routines will be restored gradually and sensitively

After an Incident

- Any incident is recorded and reviewed
- Support is provided to children and staff as required
- Procedures are reviewed to identify any learning or improvements

Training and Drills

- Staff are trained in lockdown procedures
- Lockdown practices are conducted sensitively and age-appropriately
- Children are never exposed to frightening explanations or scenarios

Policy Review

This procedure is reviewed regularly to ensure it remains effective and appropriate.

Created: August 2015

Reviewed: January 2026