



Lockdown Policy and Procedure:

Here at Ducklings Childcare Ltd, we recognise the potentially serious risks to children, staff and visitors in emergency situations. The Lockdown Policy aims to ensure the safety of all children, educators, families and other visitors to the service in the event of a threat.

Examples of such critical incidents are:

- Children/staff/visitor being taken hostage,
- A siege of service property,
- A disaster in the local community,
- Unusual amounts of media attention, and
- Aggressive trespassers.

If an event takes place that requires a "Lockdown", the following should occur:

- The person who witnesses the event or issue must try to raise an alarm with the most senior person in charge.
- The most senior person in charge will determine the need for a "Lockdown" and raise the appropriate alarm (call out "lockdown"). If the person who witnesses the event is not able to locate/get to the senior person, they must raise the alarm themselves.
- Emergency services must be contacted immediately on 999. Staff will follow instructions given to them by emergency services.
- Staff are to close and lock all doors and windows and turn the lights off. Children should remain under the desks or down low and out of sight during the lockdown period under the supervision of staff.
- If children are outside, staff should get them inside as quickly as possible even if they are not from their room.
- Staff must check the sign-in sheet and check all signed-in children are present. Any absences must be reported to the Nominated Supervisor as soon as it is safe.
- All staff, children and anyone else present will remain in the locked room until the "All Clear Signal" is given by the person in charge. They will state that "The lockdown has now ended". Staff must be aware that they could be in lockdown for some time.

Ducklings Childcare



This policy should take place in conjunction with our fire evacuation procedure and critical incident section within the emergency closure policy should the need for evacuation arise.