



Emergency Lockdown Policy

Kinnerton Little Acorns' recognises the potentially serious risks to children, staff and visitors in emergency or harmful situations. A lockdown may take place where there is a perceived risk of threat to any session at Kinnerton Little Acorns, its staff, children, visitors or property.

Where possible, Kinnerton Little Acorns will act to ensure the safety of all personnel in the setting in the following situations (not limited to the examples below):

- In the event unauthorised person(s) considered dangerous are on the school premises or in the vicinity of the setting.
- In instances including domestic breakdowns where estranged parties are attempting to abduct children.
- In instances where personnel, students, volunteers or staff from within the setting become a threat to the well-being of others.
- In emergency situations within the environment of the setting where there is potential risk from spills or poisonous fumes.
- A major fire or explosion in the vicinity of the setting (as long as it is safer staying in the premises than leaving).
- If the Ysgol Derwen alert our setting as to a Lockdown in their building then we will follow.

A lockdown will be initiated by a recognisable signal of 3 sharp short whistle blows

Management of the situation will depend on the circumstances presented.

- Remain Calm
- Move Slowly
- Obey Instruction
- Do Not Provoke an Incident

Practices and Procedure in case of a 'Lockdown'

- Follow the **CLOSE** Procedure:
 - C – Close all windows and doors
 - L – Lock Up
 - O – Out of sight and minimise movement
 - S – Stay silent and avoid drawing attention
 - E – Endure – Lockdowns may continue for some time
- In the event of an incident requiring lockdown, the person witnessing the incident must alert other staff to the danger using their whistle. If possible, the Childcare Lead should be made aware of the situation and they will determine the risk and need for 'Lockdown' and contact the emergency services (or delegate to another member of staff to call for help).
- All children, staff and visitors will remain indoors or move indoors if safe to do so. When the children are gathered they should be seated on the floor away from the doors and windows with the external doors bolted from the inside.
- Staff will ensure all blinds are closed and windows on external doors are covered over.
- Staff will try to ensure (as best as possible) children are kept calm and as quiet as possible. Try and keep children engaged in a quiet activity or game. Children can still access the toilets if needed.
- A register/head count should be taken at this time.
- The Childcare Lead will ensure all children, staff and visitors are accounted for and safe before using the phone/laptop to keep up to date with the current situation via updates.
- If the setting is in immediate danger of an intruder, the policy will be called into effect as a matter of urgency. In other cases, where the situations has been alerted by the police or local area authority, then the setting will await further instructions.
- The Childcare Lead (or delegate) will alert parents of the lockdown by sending a message to parents of children in our care to state the following:

“Due to an ongoing emergency, we have entered our setting into an emergency lockdown. We are following our internal procedures to keep all children safe. Please do not attempt to come and pick up your child(ren) until we have advised it is safe to do so. To reassure you all, the safety of all children is in-hand and we will continue to update you as frequently as we can. We will be in contact

with further information as soon as we have been given the “all clear” message from emergency services.”

- Once the “all clear” has been given externally, the Childcare Lead will issue the all clear internally. After this time, the staff will try to return to normal practice to enable the children not to be disrupted or upset by the events.
- Any children showing worries or concerns will have one to one time with staff to talk through their worries or concerns.
- Parents will be informed about the situation at the earliest safest opportunity and will be updated when the information changes.
- After the event, a log will be made of the incident along with a post-incident evaluation to ensure that each child and staff member was fully supported and the procedure went as planned.

This Emergency Lockdown Policy and procedure was passed for use in Kinnerton Little Acorns	
On: 13 th November 2024	
By: Kayleigh Ho	Position: Administrative Manager
Date of planned review: 1 st July 2025	