

Jack in the Box at Rickmansworth



Lockdown Procedure

Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of practitioners and children in the Nursery. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all children and practitioners.

Lockdown procedures

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident / civil disturbance in the local community (with the potential to pose a risk to practitioners and children in the setting)
- An intruder on the nursery site (with the potential to pose a risk to practitioners and children)
- A warning being received regarding a risk locally, of air pollution (smoke plume, Gas cloud etc)
- A major fire in the vicinity of the setting
- The close proximity of a dangerous dog roaming loose.

The setting's lockdown plan is as follows:

Signal for lockdown	Audible Alarm/ code word Internal: "Can you get me the Red file?"
Signal for all clear	Verbally from senior member of staff

Rooms most suitable for lockdown	Main Classroom
Entrance points (e.g. doors, windows) which should be secured	External doors Fire Doors Internal doors All windows
Communication arrangements	In person

Lockdown Drill

Practitioners will be alerted to the activation of the lockdown drill in advance and must take the following action:

- Children who are outside of the nursery buildings are brought inside as quickly as possible (outside practitioners will be informed by a senior member of staff)
- Those inside the nursery should remain in the main classroom area and reception area and toilets checked for children or staff and internal doors closed.
- All external doors and, as necessary, windows are closed (depending on the circumstances, internal classroom doors must also be closed).
- Blinds should be drawn, and children sit quietly.
- Once in lockdown mode, practitioners should check headcount and instigate an immediate search for anyone missing.

Practitioners should encourage the children to stay low and keep calm in the office.

As appropriate, Designated Safeguarding Lead (DSL)/Manager will establish communication with the Emergency Services and inform St Marys school.

If it is necessary to evacuate the building, the fire alarm will be sounded, and the usual fire drill procedure will then take place.

Children will not be released to parents during a lockdown.

No persons will be admitted during lockdown.

Lockdown procedures

It is of vital importance that the nursery's lockdown procedures are familiar to all practitioners. To achieve this, a lockdown drill should be undertaken at least once a year or when new staff start employment.

All situations are different, once all practitioners and children are safely inside, senior practitioners will conduct an on-going risk assessment based on advice from the Emergency Services. This can then be communicated to practitioners and must be covered in their inductions. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

Lockdown Drill – All clear

Once the incident has been assessed as safe all areas will be visited by a Manager/DSL and told the situation is under control and the children can resume activities as normal.

Communication between parents and the Nursery

In the event of an actual lockdown, any incident or development will be. Communicated via text to parents as soon as is practicable.

Emergency Services

It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds. The nursery site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the Lockdown.

Emergency Services will support the decision of the Manager with regarding the timing of communication to parents.

Practitioners will ALWAYS have advance notice of a Lockdown drill, therefore if the signal occurs without warning practitioners must assume it is NOT A DRILL.

DRILL

DSL/ Manager to activate lockdown alarm or verbal indicator.

Main building: - DSL/Manager will time from start to clearance of reception/ area – They will note the time that it takes for the children to be contained and in full Lockdown.

Other buildings: - DSL/Manager will time from start to clearance of toilets – They will note the time that it takes to be contained in classroom area and in full Lockdown.

Duties/Check List:

Manager must ensure the following procedures take place:

Jobs	Checked
Allocate a practitioner to check outside area and tell those outside to	Lucy

Lockdown procedures

return to the classroom as Lockdown Drill is taking place.	
Check reception and toilet areas, collecting fire bag, and take headcount.	Jazz
Senior member of staff to verbally inform practitioners that Lockdown is over.	Lucy

This policy was adopted by the managers and staff in September 2025

Signed on behalf of Jack in the Box Manager.....

Staff signatures: