

LOCKDOWN POLICY



Oyster Bay Nursery

Draft Prepared	Sept 2025
Signed by Executive Headteacher	Ms D Hines
Date Policy to be Reviewed	Sept 2026

Be Ready, Be Respectful, Be Responsible

Oyster Bay Nursery 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 the Nursery or main school, its staff, children, visitors, or property.

Lockdown/ Stay put procedures.

If the threat is outside of the nursery or school site:

A lockdown will be initiated by a staff member, then a member of Nursery staff blowing a whistle to gather all the children together to take them inside the building as quickly as possible. Staff and children will gather in the kitchen area (no external windows or doors). The Teacher or Session Leader will immediately call 999 (or 101 for the police) and contact SLT.

The Teacher or Session Leader will complete a head count of children whilst a member of staff quickly checks the premises for any other children. Staff will secure all windows, close blinds, and lock doors. Everyone will remain out of sight, keeping low and away from windows or doors. The staff will attempt to keep the children as quiet and calm as possible. All staff must immediately comply with instructions from the emergency services once they arrive.

A message will be sent to parents via (text/Blossom) if near collection times advising them to stay clear and not attempt to collect their child until informed that it is safe to do so. Parents will inevitably be anxious and should be kept informed by text or Blossom but advised not to phone as lines need to be kept clear.

No one should open doors or windows until given the 'All Clear' by emergency services/ SLT. Following lockdown, staff will cooperate with emergency services and support the children to evacuate calmly if required to do so. All staff and children who have witnessed an incident will need to tell the police what they saw.

Evacuation procedures

If the threat is inside the building and a breach of security becomes inevitable, SLT will make the decision to evacuate.

The children will be evacuated quickly and quietly via a safe exit checked by SLT. Staff will have the emergency register if possible. Refuge will be sought at the time.

Emergency services will be called.

When safe to do so, SLT will advise office staff to contact the parents/carers and the chair of Governors (if not already contacted), to inform them of the incident. Records will be made of the event and actions taken will be recorded on the 'My Concern' Safeguarding system. Ofsted and KCC will be informed within 24 hours of the incident occurring.

Lock down / Evacuation procedures should be rehearsed and recorded termly.