

Oyster Bay Nursery

Lockdown and Evacuation Policy

Date written: October 2026
Date of last update: October 2026
Date agreed and ratified by October 2026
Date of next full review: September 2027

This policy will be reviewed at least annually and/or following any lessons learnt and/or updates to national or local guidance and procedures.

Designated Safeguarding Lead (DSL)	Debra Hines
Deputy Designated Safeguarding Lead(s)	Grace Sidders Rachel Finch
Nominated Individual	Debra Hines
Nursery Manager	Grace Sidders

1. Policy Statement

Oyster Bay Nursery recognises the potentially serious risks to children, staff and visitors during emergency situations or incidents that may threaten their safety.

A lockdown may be necessary where there is a perceived risk or threat to the nursery, the main school site, children, staff, visitors or property. The priority is to protect everyone on the premises and follow instructions from the emergency services.

This policy sets out the procedures for lockdown, remaining safely inside the building, emergency evacuation, communication with parents and recording incidents.

2. When a Lockdown May Be Required

A lockdown may be initiated when a threat is identified outside or near the nursery or school site, or where remaining inside the building is considered the safest option.

Examples may include a security threat, a dangerous person nearby or another incident requiring people to remain inside.

The Nursery Manager, leadership team or a staff member who identifies an immediate threat may initiate the lockdown without delay.

3. Lockdown Procedure: Threat Outside the Building

If the threat is outside the nursery or school site, staff must follow these procedures:

1. **Raise the alarm.** A staff member will initiate the lockdown. A designated member of nursery staff will blow the whistle to alert staff and gather the children.
2. **Move indoors.** Staff will bring children inside the building as quickly and safely as possible.
3. **Move to the designated safe area.** Staff and children will gather in the kitchen area, identified as having no external windows or doors, provided it remains safe to do so.
4. **Contact emergency services.** The Teacher or room leader will call 999 if there is an immediate threat or emergency. The police non-emergency number, 101, may be used where appropriate and safe.
5. **Notify the Leadership team.** The Teacher or room leader will contact the Senior Leadership Team as soon as it is safe to do so.
6. **Check attendance.** The Teacher or room leader will complete a headcount using the emergency register where possible. Another staff member will check the premises for any children who may not yet have joined the group, but only if this can be done safely.
7. **Secure the building.** Staff will lock doors, secure windows and close blinds where safe and appropriate.
8. **Remain out of sight.** Everyone will stay low and away from windows and doors. Staff will support children to remain as quiet and calm as possible.
9. **Follow instructions.** All staff must comply immediately with instructions from the emergency services.

Staff must not put themselves or children at additional risk by attempting to investigate or confront a threat.

4. Communication with Parents and Carers

Where appropriate and safe, a message will be sent to parents and carers through **Ovivio**, in accordance with the nursery's communication arrangements.

If the incident occurs near collection time, parents and carers will be advised to stay away from the site and not attempt to collect their child until they are informed that it is safe to do so.

Parents and carers should be kept informed by text or the nursery's approved messaging system when it is safe to communicate. They will be asked not to telephone the nursery during the lockdown unless there is an urgent need, as telephone lines may need to remain available for emergency communication.

No staff member should leave the safe area or compromise the lockdown to respond to routine enquiries.

5. All-Clear Procedure

Doors and windows must remain secured, and everyone must remain in the designated safe area until the **All Clear** is given by the emergency services or leadership team, in accordance with emergency-service advice.

Once the lockdown has ended, staff will follow any further instructions from the emergency services. If an evacuation is required, children will be supported to leave the building calmly and safely.

Staff will cooperate with the emergency services and provide any relevant information about the incident. Anyone who witnessed an incident may be asked to provide information to the police.

6. Emergency Evacuation: Threat Inside the Building

If a threat is inside the building and a breach of security becomes inevitable, the leadership team will decide whether evacuation is necessary, taking account of the circumstances and any instructions from the emergency services.

If evacuation is required:

1. SLT will identify or confirm a safe exit route, where it is safe and practicable to do so.
2. Staff will evacuate children quickly and quietly using the safest available exit.
3. Staff will take the emergency register and essential emergency information if readily accessible and doing so does not delay or endanger the evacuation.
4. Staff will keep children together, supervise them closely and complete a headcount as soon as it is safe.
5. The group will move to a safe location identified according to the circumstances at the time.
6. Emergency services will be contacted immediately if they have not already been called.
7. Staff will follow all instructions from the emergency services and will not return to the building until authorised.

The safety of children and staff must take priority over collecting belongings, registers or other equipment.

7. Informing Parents and Relevant Authorities

When it is safe to do so, the leadership team will arrange for office staff or another designated member of staff to contact parents and carers and provide appropriate information about the incident and arrangements for children.

The Chair of Governors will also be informed where applicable and if not already contacted.

The Nursery Manager or designated senior member of staff will ensure that the relevant regulatory and local authority notifications are considered and completed within the required timescales. The source procedure specifies notifying **Ofsted and KCC within 24 hours**; the nursery must confirm and follow the reporting requirements and deadlines applicable to the setting and incident.

8. Recording and Reporting the Incident

Following a lockdown or evacuation, the Nursery Manager or designated member of the leadership team will ensure that:

- The incident, actions taken and key decisions are recorded.
- Children, staff and visitors are accounted for, and any injuries or immediate support needs are documented.
- Relevant safeguarding information is recorded on the **My Concern** safeguarding system, where applicable.
- Emergency services, parents and relevant authorities are informed as appropriate.
- Any safeguarding concerns or data breaches arising from the incident are handled under the relevant nursery procedures.
- The response is reviewed and any necessary improvements are identified.

Records must be factual, accurate, stored securely and accessible only to authorised individuals.

9. Staff Responsibilities

All staff are responsible for:

- Familiarising themselves with this policy and their role during a lockdown or evacuation.
- Following instructions from the designated lead and emergency services.
- Maintaining appropriate supervision of children throughout the incident.
- Remaining calm and reassuring children in an age-appropriate manner.
- Keeping attendance information and emergency contact details accessible in line with nursery procedures.
- Reporting concerns, hazards or difficulties identified during an incident or practice drill.
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The Nursery Manager and leadership team are responsible for ensuring that staff understand the procedures, emergency arrangements are reviewed and any necessary actions are taken following an incident or rehearsal.

10. Practice Drills and Review

Lockdown and evacuation procedures will be rehearsed, and each rehearsal will be recorded. Rehearsals will be planned in an age-appropriate manner, with children's emotional wellbeing considered. Staff will be briefed on the procedures and their responsibilities.

Following each drill or real incident, the nursery will review what worked well and identify any improvements required.

This policy will be reviewed at least annually and sooner if there are changes to the premises, staffing arrangements, emergency guidance or identified risks.