



Lockdown Policy and Procedure

At Tribe Incorporated Ltd we recognise 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. Where possible, the nursery will act to ensure the safety of all personnel in the setting in the following situations:

- If an unauthorised person(s) considered dangerous on nursery grounds.
- In instances including domestic parties are attempting to abduct children.
- In instances where staff, students or volunteers from within the setting become a threat to the well-being of others.
- In emergency situations there is potential risk from spills and poisonous fumes from within the setting.
- A terrorist threat

The Manager of each setting is responsible for promoting a culture of security within the setting. They are also responsible for leading a security incident.

- The Lead for protective security and preparedness must:
- Promote a culture of security within the setting
- Respond efficiently to different types of incidents related to protective security
- Train staff in their response during an incident

All staff must:

- Attend training
- Be vigilant and report suspicious activity
- Support the security lead by implementing protective security and preparedness
- Be familiar with incident support plans
- Be prepared to call 99/report to security lead.
- Keep track of children during an incident
- Make dynamic decisions
- Advise others including visitors and tenants



- Provide additional support to those who are visually impaired or have SEND
- Have an awareness of the HOT, 4C and RUN, HIDE TELL protocol.

A lockdown will be initiated by the code phrase “MONTY IS DOWN” (all staff to be advised). Lockdown procedures will be practised from time to time so that staff and children are familiar with them. During a Lock – Down we will follow the CLOSE procedure:

- Close all the windows and doors
- Lock up
- Out of sight and minimise movement
- Stay silent and avoid drawing any attention
- Endure. Be aware that you may be in lockdown for some time.

Lock – Down Procedure

1. On hearing the lock down signal the Setting Manager/Deputy Manager will call for assistance – 999. If both Manager and Deputy Manager are absent the appointed management cover will make this call.
2. In the event of a building lock – down, it is mandatory that all children and staff remain in their rooms. If children and adults are out in the garden, then they need to move to the closest room. Staff must take a walkie talkie, phone or IPAD with them into the room. These must be kept on silent and audible communication avoided where possible.
3. Close windows and blinds in the rooms and lock the door, if possible. Room leaders are responsible for ensuring that doors that can be locked are locked.
4. Turn off the lights and electrical devices but keep a radio with you if possible with the volume turned right down.
5. Position the children against the wall or behind tables in the most non – visible corner, seated.
6. Take a complete roll of everyone in the room.
7. Remind everyone to remain quiet.



8. No one is to leave the room during the lock down.

9. Remain in this position until the “All clear is announced” over the walkie- talkie or on phone

10. There may be times when an incident develops, and it is safer to evacuate the building than remain indoors. It is for that manager or room leader to make the decision based on the information available to them.

11. If an evacuation of the building is necessary, the safest muster point may not be the fire assembly point, especially if there is a suspicious device. The security Lead must coordinate the evacuation where possible and consider the following in the event of a suspicious device. Phone calls should not be made within 15m of a suspicious device.

Safe muster points:

- 15 m from an electronic device
- 100m from a small item (bag)
- 200m from a large item or small car
- 400m from a large vehicle

12. The setting Manager must have a prepared statement on their phone/setting iPad to send to parents and nearby schools in the event of an ongoing security incident. This will prevent parents from arriving during an incident/clocking emergency access and gives other settings advance notice of an active local threat



Lock down Procedure outside of the Setting

In the case of an incident occurring outside of the nursery where there is a potentially serious risks to children, staff and visitors in emergency or harmful situation the procedure will be to:

- Run
 - Hide
 - Tell
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- Pick up any non-mobile/toddling children
 - Move the children as quickly as possible to a hiding place making all attempts to shield the children from harm whilst keeping as calm and quiet as possible
 - Hide the children away from the harm and inform the police
 - All attempts should be made to keep the children as quiet as possible, making the situation into a “game” if necessary.

This policy was adopted by: Tribe Incorporated Ltd

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Role: Owner/Director/DSL/SENCO

Signed on behalf of provider: