

# Bizzie Lizzies Nursery and Pre School.

Nursery Ofsted URN- EY392303  
Pre school Ofsted URN – 2549120  
RP number - 906327

Rookwood,  
Church Road,  
Eardisley,  
Herefordshire,  
HR3 6NN

01544 327947

Bzzlzz1@aol.com

## Lock down Policy

In certain emergency situations, it may be safer for children and staff to remain inside the building with doors and windows locked. A lockdown may be initiated when there is a **clear threat outside the premises** and evacuation is **not the safest option**.

### Purpose

The lockdown procedure aims to:

- Ensure the **safety and wellbeing** of all children, staff, and visitors.
- Provide **clear guidance** on responding to external threats or hazards.

### Situations That May Trigger Lockdown

Lockdown may be necessary in scenarios including, but not limited to:

- Civil disturbance or reported incident nearby posing potential risk to children or staff.
- Intruder on site attempting to gain access or posing a threat.
- Environmental hazards (e.g., smoke plume, chemical spill, gas cloud).
- Nearby major fire with risk of smoke inhalation or spread.
- Dangerous animals roaming near or within nursery grounds.

### Response Procedure

## 1. Initial Response

1. The first person to witness the threat assesses the situation and calmly announces: **“Lockdown”**.
2. All personnel immediately focus on **safety protocols**.

## 2. Securing the Building

1. Lock all external doors and windows promptly.
2. Move children **away from windows and entry points**.
3. Barricade doors where possible, ensuring children are in designated **safe areas**.

## 3. Staff Conduct

- Remain calm to avoid transmitting fear to children.
- Move deliberately and slowly, following guidance without alarming others.
- Avoid any confrontation with intruders or suspicious individuals.

## 4. Management Oversight

- A designated staff member (e.g., manager or senior lead) monitors the situation from the **reception area**.
- Contact **emergency services** as soon as children are secure.
- Follow instructions from emergency personnel regarding further action, including evacuation if necessary.

---

## Step-by-Step Lockdown Procedure

### 1. Initiating Lockdown

- The first witness assesses the situation and determines the need for lockdown.
- Alert staff immediately using the verbal cue: **“Lockdown”** in a calm and controlled manner.

### 2. Securing Movement

- All children, staff, and visitors remain in their current location if safe.
- If children are outdoors:
  - Safely escort them inside **unless the threat is near the building**.
  - If the threat is near, move children to the **furthest safe point** away from danger.

### 3. Sheltering Inside

- Children sit quietly on the floor, **away from doors and windows**.
- Staff lock doors, close windows, and barricade entry points where feasible.

### 4. Headcount and Welfare

- Conduct a thorough headcount to ensure all children are accounted for.

- Staff remain with children, maintaining calm and quiet while offering reassurance and emotional support.

## 5. Communication and Monitoring

- Manager or nominated staff contacts **emergency services** once children are secure.
- This individual remains in the **office/reception** area to monitor the situation and coordinate further actions.

## 6. Ongoing Safety Measures

- Children remain indoors in the safest location, or if directed by emergency personnel, are evacuated **quietly and orderly** to a designated safe area.

## 7. Police Involvement

- If law enforcement is on site, the **senior officer** will assess the situation and confirm when it is safe to resume normal operations.

---

### Designated Safe Areas

During a lockdown, staff should guide children to the **safest areas within each room**:

#### Big Room

- Move to the **main kitchen**.
- Lock the **patio door**.
- Lock the **conservatory door**.
- Barricade all other accessible doors as best as possible.

#### Little Room

- Shelter in the **kitchen area**.
- Position children **out of sight of windows**.

#### Baby Room

- Remain in the **main Baby Room**.
- Barricade the door securely.

#### Pre-school Room

- Remain in the **Pre-school room**.
- Barricade the door securely.

#### General Guidance

- Position children away from **doors and windows**.
- Secure all entry points.