Clybiau Llywodraethwyr a Chylch Chwarae
Gresffordd Gresford
Governors' Clubs and Playgroup

Lockdown Policy

Equality Act Impact Assessment	YES	NO	Ionawr 2025
Last Review Date	May 2026		
Date to be reviewed	May 2027		
Date Adopted by Management Committee	10.06.2026		
Responsible Individual - Mr Richard Hatwood			
Chair of Management Committee – Mrs Jan MacDonald			

1. **Awareness of risk**

To respond effectively to an emergency, awareness of potential risks that may arise both within, and outside of your setting is incredibly important. When putting together or updating a lockdown procedure, consider the following points to help inform your risk aware strategy:

- Identify potential risks within the community

- Where in the setting could risks arise? For example, the entrance, or outer extremities of the setting such as the edge of outdoor areas.
- Check the websites of local authorities or emergency services that may provide warning of a potential risk.

**** The principles contained in this policy should be read alongside the school Lockdown Policy which applies to the setting in full due to sharing a site****

2. Risk preparedness

Effective emergency response all depends on effective preparation. The more practice and procedures you have in place, the more likely you are to respond effectively to an emergency if one should arise. The points below provide useful guidelines to consider in your emergency planning.

- Is the CCTV of your setting working and easy to access should the emergency services request it?
- Have you identified designated safe areas on your site?
- Do all staff know and understand the roles they need to play in an emergency?
- Is there a clear chain of communication and command? It may be worth investing in items such as walkie talkies, high visibility vests and registers to form a part of an 'emergency to go' bag.
- How often do you rehearse your emergency lockdown procedure? It's always a good idea to rehearse and record as often as, for example, a fire drill.
- How often is your procedure reviewed? It may require updates from time to time to reflect the changing nature of the setting.
- Are the actions that you are taking age appropriate? You know your children, acknowledge the age and use appropriate language.

3. Text message to parents:

Due to an ongoing emergency, we have entered our setting into an emergency lockdown. We are following our internal procedures to keep all children safe. Please do not attempt to come and pick your children up until we have advised it is safe to do so. To reassure you all, the safety of all children is in-hand, and we will continue to update you as frequently as we can. We will be in contact with further information as soon as we have been given the "all clear" message from emergency services.

4. Who is responsible to coordinate actions in an emergency?

Having a clear chain of responsibility in an emergency is important to ensure a response runs smoothly, and your procedures are implemented in the most effective way possible. The points below outline key considerations when forming a chain of responsibility.

- In an emergency, the setting manager must assess the risk and lead the response.
- Make sure different staff members have clearly defined areas of responsibility. This can include accounting for all children, and another staff member being responsible for the securing of windows and doors.
- For example, one staff member could be responsible for calling the emergency services at the direction of the manager, whilst other staff members could be responsible for locking down different areas of the building.
- A clear chain of command and communication structure is vital to an effective emergency response.

5. Age-appropriate:

What do we mean by age-appropriate language?

You are best placed to understand the age of the children who may be at risk. Therefore, your actions to ensure they remain safe, are critical. During an emergency, a child may be faced with feelings of fear and worry, so taking age-appropriate actions is vital to make sure they stay in their designated areas. This may include managing the situation like a game, for example.

Examples of steps to take in the event of an emergency:

- Identify the source of the problem, and where the problem is taking place
- **Stay calm**, keep reassuring the children
- Secure all windows and doors, close curtains and blinds where possible
- Alert parents via lockdown text (example above)
- Ensure staff and children are in designated safe areas
- Stay away from windows and doors and stay low
- Await further instructions from emergency services
- **Be alert:** do not act or move until you have been officially advised, or given the all clear

6. **Following the lockdown:**

The steps you take following the emergency lockdown are almost as important as what you do during the emergency itself.

- Co-operate with the emergency services to help in an orderly evacuation
- Make sure you have the register and children's details to hand
- Update the Police with any significant incident witnessed to help with their investigation