



GREENFIELD LITTLE SCHOOL LOCKDOWN EMERGENCY POLICY AND PROCEDURE

(Please read in conjunction with the Visitors Policy and Little School Evacuation Procedures)

Greenfield Little School recognises the potentially serious risks to children, staff and visitors in the event of an emergency or harmful situation. A lockdown may take place where there is a perceived threat to the safety of the children, staff, visitors or setting premises. Our lockdown procedure will only be used in the event of a direct threat to the nursery or the school or in the immediate area surrounding the nursery.

A lockdown will be initiated by the recognisable sound of an air horn being signalled approximately 3 times. Lock down procedures will be practiced every 4 months to ensure that staff and children are familiar with them.

Practices and Procedure

The following steps provide guidelines for staff, students and visitors in a lockdown situation:

1. Approximately 3 air horn signals will initiate the lockdown procedure to take effect immediately.
2. On hearing the lock down signal, the most senior member of staff on duty will identify themselves as the Lockdown Manager.
3. Staff will lock the external doors and any lockable internal doors.
4. Staff will guide all children into their classrooms quickly and calmly. Staff will secure all windows and doors and close blinds where they exist.
5. Staff will instruct children to move to the part of the room that is furthest from the windows and doors. In Fledglings and Owls, the sleep areas will be used. In Orange and Red Robins, the children will be instructed to sit on the carpet and staff will move furniture around them to act as a shelter.
6. Staff will do a head count immediately and complete the register.
7. The Lockdown Manager will complete a sweep of the area to ensure no one has been left behind.
8. The Lockdown Manager will go to the 'Gold Room' (Nursery Manager's Office, or alternative appropriate area if the Nursery Manager's office is not accessible), where they will have access to a computer and telephone. From here, they will be responsible for calling 999.
9. All staff will supervise the children, ensuring everyone remains out of sight and are sitting quietly.
10. No one will leave the rooms during a lockdown.
11. Staff can communicate by walkie talkie, telephone or email, all recognisable forms of communication in the setting. From the Gold Room, the Lockdown Lead will send a message to parents on the app to tell them to stay away from the site.

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12. All will remain in lockdown until the all-clear has been given by the emergency services (if in attendance). If the emergency services have not attended, the Lockdown Manager will check the environment is safe by completing a dynamic risk assessment before giving the all-clear.
13. The Lockdown Manager will inform the Head at the earliest opportunity.
14. The Lockdown Manager will complete a Lockdown Report Sheet.

After a real lockdown:

- Lockdown Manager will inform all parents of the incident via the app, providing accurate information about the situation, the "all clear" status, and any ongoing support or resources available.
- Ofsted (0300 123 1231) and Surrey CC (notified via the A E O / A S O or if unavailable the SCC Emergency Management Duty Officer- 0345 600 9009) will be informed within 24 hours of the incident occurring.

Signed: _____

A handwritten signature in black ink, appearing to be 'NSL', written over a horizontal line.

Chair of the Board of Governors

Date reviewed: July 2025

To be reviewed: July 2026