



Emergency Situations and Lockdown Policy

Written by: Louise Lloyd-Evans

Date Written: August 2025

Next Review Due: August 2026

Our Values

At Young Friends, the safety of children, families, and staff is paramount. We believe that vigilance and preparedness are essential in creating a truly safe environment. Our approach is guided by:

- **Sustainability** – Planning for long-term resilience and readiness.
 - **Respect** – Protecting every child's right to feel safe and secure.
 - **Authenticity** – Taking emergency preparedness seriously, not as a tick-box exercise.
 - **Supportive Leadership** – Ensuring every staff member knows their role and is confident to act.
 - **Community** – Working with families, external agencies, and one another to keep everyone safe.
-

Policy Statement

Children are extremely vulnerable and depend on our vigilance. While many emergencies require evacuation, there are situations where it is safer to remain inside. This policy outlines how we will protect staff, children, and families in the event of an external or internal threat that requires lockdown.

Aims and Purpose

This policy ensures:

- Clear steps are in place for all staff in the event of a lockdown.
 - Children are protected from risks such as unauthorised entry, abduction attempts, internal threats, or external dangers (e.g., toxic fumes, violent protest, or civil unrest).
 - Communication is effective between staff, parents, and emergency services.
 - Procedures are practised, evaluated, and continuously improved.
-

Applicability

This policy applies to:

- All **staff**
 - All **children** in our care
 - All **parents and families**
-

Definition of Terms

Lockdown: An emergency procedure designed to secure and protect occupants from an immediate or nearby threat. By limiting movement, emergency services can act effectively.

We use the **CLOSE** procedure:

- **Close** all windows, blinds and doors
 - **Lock up**
 - **Out of sight** and minimal movement
 - **Stay silent** and avoid attention
 - **Endure** until "all clear" is given
-

Procedures

1. Assessing Risk

We continuously risk assess by:

- Being alert to strained family relationships that could pose a risk.
 - Considering our location near public buildings and possible protest areas.
 - Monitoring police and council websites for local risks.
 - Displaying police contact details clearly for staff.
 - Informing staff of any specific risks linked to family circumstances.
 - Ensuring all visitors sign in and are known to management.
 - Keeping doors locked at all times.
 - Communicating our lockdown policy with parents so they know what to expect.
 - Preparing pre-written text/phone messages for parents to be used in the event of a real lockdown.
 - Conducting **yearly lockdown drills**.
-

2. Lockdown Procedures

A lockdown will be triggered by the **Manager, Deputy, or Room Leader** using the phrase: **“Peanut Butter Sandwich”** over the radio.

Immediate actions:

- **Fox and Badger Groups:** Staff ring the singing bowl, gather all children (including those in the garden) into the quiet room, and ensure doors are secured.
- **Curtains pulled across conservatory.**
- **Hedgehog Group:** Staff gather children into the sleep room and secure doors.
- **Registers** are taken immediately.
- Staff keep **walkie-talkies** on them at all times. Radios are used to confirm quietly when rooms are secured.
- The **Manager(s)** calls 999 and communicates once this is done.
- A staff member per floor is responsible for closing windows, blinds, and doors, and checking toilets/hidden areas.
- Both rooms have internal bolt locks.
- A **lockdown bag** (water, first aid supplies, beakers, pens, paper, nappies, wipes) is kept in the downstairs hallway (same as fire bag) for manager to pick up on way in.
- Hedgehog lockdown bag is kept in the sleep room.
- Lights are turned off once rooms are secured.
- Any staff upstairs join the Hedgehogs.
- Children are reassured with calm, quiet voices and comforted if worried.
- The **“all clear”** is given internally once confirmation is received from emergency services.

Post-incident:

- Parents are informed at the earliest safe opportunity.
 - Children who are unsettled are given one-to-one support with their key person.
 - A log of the incident is recorded and evaluated for improvement.
 - Ofsted and Brighton & Hove Early Years are notified within 24 hours.
-

3. Lockdown Drills

We hold annual lockdown drills. The following is logged in our **Health & Safety Folder (OneDrive)**:

- Date and time of drill.
- Number of children and adults involved.
- Time taken for each group to be fully secured.

- Any delays or problems.
 - Actions taken to improve procedure.
-

External Links and Organisations

- Sussex Police: www.sussex.police.uk
-

Relevant Policies

- Accident and Emergency Policy
 - Communications Policy
 - External Contractors Policy
 - Fire and Evacuation Policy
 - Health and Safety Policy
 - Lost Child Policy
 - Parent, Carer, Visitors and Volunteers Policy
 - Safeguarding Policy
 - Significant Event Policy
-

Authorisation

Signed:

 Louise Lloyd-Evans

Owner and Director

Young Friends Nature Nursery

89 Holland Road, Hove, BN3 1JP