

Lockdown Procedures: Guidance

There is currently no statutory requirement to have a lockdown policy, however a setting may decide to have a policy as part of their risk management. It can be a short and simple addition to your emergency evacuation procedures, depending on their assessment of potential risk, but each setting's policy will probably be different as each setting's circumstances are different and therefore it is not possible to give prescriptive advice.

The aim of lockdown is to prevent people moving into danger areas and/or preventing access to the site. A lockdown may be in response to situations which may pose a risk to your setting including:-

- An incident or civil disturbance in the local community
- An intruder on the site
- Local risk of air pollution, such as a smoke or gas cloud
- A major fire in the local area
- A dangerous dog on the site

The National Counter Terrorism Security Office (NaCTSO) has published guidance on lockdown procedures and says that, lockdown planning should consider the “**Stay Safe Principles**” <https://www.gov.uk/government/publications/recognising-the-terrorist-threat/recognising-the-terrorist-threat#stay-safe--terrorist-firearms-and-weapons-attacks>. These are:

- **Run:** escape the incident safely and bring others with you
- **Hide:** when it isn't possible to escape safely, find cover
- **Tell:** call 999 and share information with the police

A lockdown plan needs to consider:-

- The site layout – all doors and windows identified and how these will be secured. Are there any procedures already in use for this site that children may already be familiar with?
- Outing - also consider as part of your risk assessments the potential need to follow the Stay Safe Principles (Run Hide Tell) – and what you may need to do and where to go at each location.
- How will you keep out of sight of any intruders and minimise movement or noise including phones (consider the age of the children and their ability to carry out your plans - (“be as quiet as baby birds”)
- All staff need to be clear on why you have a lockdown policy, when it would be used and to respond urgently and appropriately when the policy is activated.
- Practice your procedures using a recognised signal or alarm separate to the evacuation signal (klaxon, whistle, voice etc).
- Consider a grab bag for each room - with emergency equipment and information in it, as you may be there for some time.
- How will you alert key people - police, parents etc?
- How you will share your policy with the parents and reassure that you understand they will be concerned but if the policy is activated, they must wait for you to contact them to say it is safe to collect and where from.