

# KUSH MONTESSORI NURSERY

## Lockdown Security Policy

**Policy Name:** Lockdown Security Policy

**Setting:** Kush Montessori Nursery

**Effective From:** February 2026

**Review Date:** February 2027

**Responsible Person:** Nursery Manager

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### 1. Policy Statement

Kush Montessori Nursery is committed to ensuring the safety and wellbeing of all children, staff, visitors, and families within our setting. We recognise that although lockdown situations are rare, it is essential that we are fully prepared to respond effectively to any threat or hazard that may put those in our care at risk.

This policy sets out clear procedures to be followed in the event of a lockdown and forms part of our wider safeguarding and health & safety responsibilities in line with Ofsted and EYFS requirements.

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### 2. Aim of the Policy

- To protect children, staff, and visitors from potential external and internal threats.
  - To ensure staff understand their roles and responsibilities during a lockdown.
  - To provide clear guidance for responding quickly and safely.
  - To minimise panic and maintain a calm environment.
  - To ensure effective communication with emergency services and parents.
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### 3. Definition of a Lockdown

A lockdown is implemented when there is a perceived or real threat to the safety of the nursery that requires children and staff to remain inside, secure the premises, and restrict movement.

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### 4. Possible Reasons for Lockdown

Lockdown procedures may be activated in response to:

- Intruder on or near the premises
- Suspicious individual or activity
- Local police incident
- Violent or aggressive behaviour
- Terror threat

- Environmental hazards (e.g. chemical spill, gas leak, smoke)
  - Dangerous animal in the vicinity
  - Any other situation deemed a risk to safety
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## 5. Types of Lockdown

### Partial Lockdown

Used when there is a potential risk outside the building.

Procedures include: - All children and staff return indoors immediately. - External doors and windows are locked. - Outdoor activities cease. - Registers are checked. - Activities continue inside as calmly as possible.

### Full Lockdown

Used when there is an immediate and significant threat.

Procedures include: - Immediate return indoors if outside. - Locking all doors, windows, and access points. - Closing blinds/curtains where possible. - Turning off lights if required. - Children and staff moved away from doors/windows. - Silence maintained where necessary.

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## 6. Lockdown Signal

The lockdown signal will be:

**Verbal announcement:** "LOCKDOWN, LOCKDOWN"

Or use of the nursery alarm/whistle/phone alert (as applicable).

All staff must treat this signal as urgent and act immediately.

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## 7. Staff Roles & Responsibilities

### Nursery Manager / Deputy

- Assess the threat and initiate lockdown.
- Contact emergency services (999) where necessary.
- Oversee implementation of procedures.
- Liaise with authorities.
- Communicate with parents when safe to do so.

### Room Leaders / Staff

- Secure doors and windows.
- Account for all children using registers.
- Keep children calm and reassured.

- Move children to safe areas.
- Follow manager instructions.

### **Admin Staff (if applicable)**

- Lock main entrance.
  - Monitor phone/emails.
  - Support communication with parents/emergency services.
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## **8. Lockdown Procedures**

In the event of a lockdown:

1. Lock all doors and windows immediately.
  2. Close blinds/curtains where available.
  3. Turn off lights if instructed.
  4. Move children away from sight lines.
  5. Remain quiet and calm.
  6. Do not open doors for anyone.
  7. Await further instructions from management/emergency services.
  8. Use mobile phones only if essential.
  9. Registers must be taken and children accounted for.
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## **9. Communication with Parents**

- Parents will be contacted as soon as it is safe.
  - Communication may be via phone, email, or nursery app.
  - Parents must not come to the nursery during lockdown unless instructed.
  - Updates will be provided once the situation is resolved.
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## **10. Support for Children**

Staff will:

- Reassure children in an age-appropriate way.
  - Use calm voices and comforting strategies.
  - Avoid sharing unnecessary details.
  - Provide activities/distractions where possible.
  - Monitor children for distress.
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## **11. Visitors & Contractors**

All visitors and contractors on site during a lockdown must:

- Follow staff instructions immediately.

- Remain in the nearest safe room.
- Stay until the all-clear is given.

Visitor signing-in records will be used to account for all adults.

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## 12. After the Lockdown

Once the all-clear is given:

- Staff will reassure children.
  - Normal activities will resume where appropriate.
  - Parents will be informed.
  - A debrief will take place.
  - Incident reports will be completed.
  - Policy/procedures reviewed if required.
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## 13. Training & Drills

- Lockdown drills will be carried out at least annually.
  - Staff will receive training on procedures.
  - New staff will be inducted.
  - Drills will be evaluated for effectiveness.
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## 14. Inclusion & SEND Considerations

We will ensure:

- Individual needs are considered.
  - Additional support is provided where required.
  - Personal Emergency Evacuation Plans (PEEPs) are followed if applicable.
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## 15. Monitoring & Review

This policy will be reviewed annually or following:

- A lockdown incident
  - Changes in legislation
  - Ofsted guidance updates
  - Safeguarding reviews
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**Approved By:** \_\_\_\_

**Name:** Aisha Idris Mahama

**Role: Nursery Manager**

**Date: \_\_\_\_\_**

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*This policy should be read alongside Safeguarding, Health & Safety, Fire Safety, and Emergency Closure policies.*