



Belton Playgroup Lock Down Procedure



Links to Early Years Foundation Stage: Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment: Safety 3.65

We will use this lock down procedure when the safety of the children and staff is at risk and we will be better placed inside the current building, with doors and windows locked and blinds/curtains drawn.

We will activate this emergency procedure in response to a number of situations, but some of the more typical might be:

- A report of an incident or disturbance in the local community (with potential to pose a risk to staff and children in the Playgroup)
- An intruder on the Playgroup site (with potential to pose a risk to staff and children in Playgroup)
- A warning being received regarding a risk locally, of air pollution (smoke plumes, gas cloud etc.)
- A major fire or explosion in the vicinity of the Playgroup - as long as it is safer staying in the premises than leaving.


In this case the staff will be notified by the following action:

Management of the situation will depend in the circumstances presented

- Remain calm
- Move slowly
- The initial notification to raise the alarm- The staff member who is firstly aware of the danger should shout 'Lockdown'. If possible, the manager should be made aware of the situation, and they will determine the risk and need for 'Lockdown' and contact the emergency services.
- All children, staff and visitors will remain in the room they are in.
- Children who are outside must be brought in swiftly using the double door if in the side area. On the shout of 'Lockdown' staff to the rear of the play area must lock the double gates and escort all children to the committee room door.

- When the children are gathered in the main hall, they should be seated on the floor away from the doors and windows with the door bolted from the inside, all windows and blinds to be closed. Lights should be turned off and the door barricaded if possible.
- A register/head count should be taken at this time.
- Staff must try to ensure (as best as possible) children are kept calm and as quiet.
- Try and keep children engaged in a quiet activities or games.
- Do not allow anyone out of the room during a lockdown procedure in any circumstances.
- The manager will ensure all children, staff and visitors are accounted for and safe whilst keeping up to date with the current situation via updates.
- The manager will manage the situation dependant on the information available.
- If the Playgroup is in immediate danger of an intruder, the police will be called as a matter of urgency. In other cases where the situation has been alerted by the police or local area authority then the Playgroup will await further instructions.
- Once the all clear has been given externally the manager will issue the all clear internally. The manager and a member of staff must do a dynamic risk assessment of the premises before normal play resumes.
- After this time the staff will try to return to normal practice to enable the children not to be disrupted or upset by the events. Any children showing worries or concerns will have one to one time with their key person to talk about these.
- If the manager decides that normal practice cannot be resumed, then parents will be called to collect their children.
- Parents will be informed about the situation at the earliest safest opportunity and will be kept updated when the information changes.
- If parents and staff need support the management team will arrange to meet with them as soon as possible and if necessary, signpost them for further support.
- After the event a log will be made of the incident with a post-incident evaluation will be conducted to ensure that each child and staff member was supported fully, and the procedure went as planned.

This policy was adopted at a meeting of Belton Playgroup Association:
Held on: 9th May 2025

Signed on behalf of committee: 

Name and role of signatory: Emma Wood, Chair of committee

Review date: April 2026