



Lockdown Procedure

In an event of the premises having to go into lockdown, the following steps will take place:



Soft play

- If information was given at reception by a member of the public, police etc due to an event that will affect people's safety, the member of staff will press the lockdown button door bell located in the office to alert the Pre-School and inform the Manager (Paul) or supervisor that day.
- If Pre-School are in their outside area, centre/duty manager will call the Pre-School phone or radio saying the code word (PELICAN). Pre-School staff will escort children back into the building and secure the door accessing the outside area. (spare key hung by the garden door) and sit within the sensory area.
- All doors, shutters are closed and locked and no one is allowed to enter or exit the building. During summer months when outside is open to customers, all customers are escorted back into the building and doors accessing this will be locked securely.
- Pre-School staff will secure the Pre-School, making sure the access door is secure and children are taken to the Lemur room and a head count is undertaken.
- All lights in the Pre-School will be turned off.
- As with the soft play, no one will be able to enter or exit the Pre-School.
- Pre-School Manager (Linzy) will notify parents via Blossom if a lock down has taken place. This will be in the form of this message:
'Due to an incident we have been advised by the emergency services to secure the premises and stay put until we are given the 'all clear'. Please do not attempt to collect your child until it is safe to do so. We will let you know as soon as we are able when that is likely to be. In the meantime we need to keep our telephone lines clear and would appreciate your cooperation in not calling unless it is absolutely vital that you speak to us.'

Pre-School

- If Pre-School receive anything that is a safeguarding issue regarding a child in the setting a member of management team will radio down to reception and ask whoever answers to tell the centre/duty manager the code word (PELICAN)
- On receiving the code word, the centre/duty manager MUST lock the back door and go straight onto reception. During the summer months centre/duty manager must also ensure that customers come in from the outside area and the door is secure.
- A member of the Pre-School management team will then call down to give centre/duty manager the information needed (e.g send a picture of unknown adult)
- Pre-School staff will secure the Pre-School making sure the access door is secure and children are taken to the Lemur room and a head count is undertaken.
- All lights in the Pre-School will be turned off.
- As with the soft play, no one will be able to enter or exit the Pre-School.

- If the pre-school is in their outdoor area, the centre/duty manager will call the pre-school phone or radio saying the code word (PELICAN). Pre-school staff will escort children back to the building and secure the door accessing the outside area and keep pre-school children away from the door, against tables and out of sight.
- Pre-School Manager (Linzy) will notify parents via Blossom if a lock down has taken place. This will be in the form of this message:

‘Due to an incident we have been advised to secure the premises and stay put until we are given the ‘all clear’. Please do not attempt to collect your child until it is safe to do so. We will let you know as soon as we are able when that is likely to be. In the meantime we need to keep our telephone lines clear and would appreciate your cooperation in not calling unless it is absolutely vital that you speak to us.’
- The Pre-School Team will take necessary action in line with the Safeguarding Policy.

This policy was adopted by Kids2Day Pre-School & Kids2day Ltd	Date: 20.03.2026
To be reviewed: March 27	Signed:

Written in accordance with the statutory framework for the Early Years Foundation Stage sept 2025: safeguarding and welfare requirements : safety of premise [3.80]