



Invacuation Policy

Statement of Intent

The safety and wellbeing of all children, staff, and visitors are our highest priority. This invacuation, visitor and intruder policy outlines the procedures to be followed in the event of a situation that poses an immediate threat to the nursery community, requiring everyone to remain inside the building and secure the premises.

Scope

This policy applies to:

- All children attending the nursery
- All staff, volunteers, students and visitors on site

It covers incidents such as:

- Intruders or violent individuals on or near the premises
- Civil disturbances or nearby police activity
- Environment hazards (e.g. gas leaks, dangerous animals, chemical spills)
- Local incidents posing a potential risk (e.g. nearby fire or explosion)

Definition

Lockdown: A procedure used when there is an immediate threat within or close to the nursery.

Partial Lockdown: A response to a potential threat in the local area, requiring restricted movement and heightened awareness, but not complete lockdown.

Lockdown Triggers

A lockdown may be initiated if:

- There is an unauthorised person on the premises who may pose a threat
- There is a serious incident in the community nearby
- The police or local authority advise lockdown
- Staff witness or receive credible information about a threat

Notification System

- The manager or Deputy Manager will announce lockdown by saying clearly “This is a lockdown. Please stay calm and follow lockdown procedures”.
- A coded phrase (e.g. Mrs Smith is in building”) may also be used if needed to avoid alarming the children.
- Staff will quickly secure rooms and account for all children.
- A red whistle placed next to emergency exits can be used to alarm staff and children whom may be outside.

Lockdown Procedure

A. Upon Notification

Stay Calm

Reassure children in a calm, quiet manner.

Secure the Room

Lock or barricade doors if possible.

Close and lock windows

Pull blinds and turn off lights

Move Away from Doors and Windows

Gather children in the safest corner (out of sight). This should be upstairs within the classroom and sleep room.

Keep children quiet and engaged with calm activities (singing softly, storytelling).

Account for All Children

Take the register immediately

Report any missing child or adult to the manager if safe to do so

Do Not Use Mobile Phones

Unless communication with emergency services or management

Remain in Lockdown

Until an ‘all clear’ message is given by the manager or emergency services

B. If Outdoors

Staff must gather children immediately and return to the nursery building if safe.

If not possible, move to the nearest safe area, take cover, and maintain supervision.

Communication During Lockdown

The Manager/Deputy will contact:

Emergency services (999)

Local Authority / Ofsted if appropriate

Parents / Carers only after the 'all clear' to avoid panic or misinformation

Incidents should not be posted or communicated on social media

Ending the Lockdown

The Manager or emergency services will give a clear 'All Clear' signal. Once given:

Return to normal routines calmly

Reassure children and staff

Inform parents of the incident via official communication

Record the event in the incident log and review the response

Staff Responsibilities

Manager	Initiates lockdown, communicates with emergency services, coordinates response
Deputy Manager	Supports implementation, ensures all rooms are secure
Lockdown Officer	Accounts for all children, keep them calm and safe
All Staff	Follow procedures, remain calm, support children
Administrator (if applicable)	Manages communication, maintain records

Training and Drills

Lockdown drills will be carried out termly and where possible will be carried out when children are absent to not cause distress.

All new staff and students will receive induction training on lockdown procedures

Drills will be reviewed and refined after each practice

Supporting Children After a Lockdown

Updated: Sep 22, Jan 23, Sept 24, August 25

Staff will provide reassurance, maintain normal routines and offer emotional support. Parents will be informed sensitively about the situation and reassured that their children were kept safe. Additional support will be offered if children show signs of distress.

Review

This policy will be reviewed annually or following any lockdown incident or change local guidance.

In any event there will be a thorough investigation of the incident and all the staff involved will make a report. Molly Blackburn, Director, will inform Ofsted and the parents of the incident and the subsequent investigations, with due regard to both data protection and confidentiality policies.

In any event our security procedures will be reviewed and updated immediately.

Guidance

- Records, policies and notification requirements of the Early Years Register - January 2013 No 120412
- The Statutory Framework for the Early Years Foundation Stage 2025: Section 3 – The Safeguarding and Welfare Requirements
- Working Together to Safeguard Children 2023

In addition, the following policies in relation to this policy safety are in place:

Policies:

Risk Assessment

Health & Safety

Child Protection