

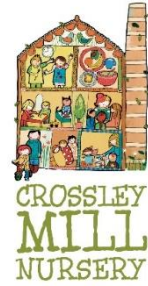
Lockdown Policy & Procedure

Crossley Mill Holiday Club

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Approved by: Nursery Management

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Contents

1. Policy
 2. Lock Down Procedure
- Annex A - Lockdown Post Incident Evaluation Form
Annex B – Lock down protocols – SCaN, Run Hide Tell, HOT
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1. POLICY

Aims

The Lockdown Policy for the Crossley Mill Holiday Club (“Holiday Club”) aims to improve protective security awareness and preparedness that can deter terrorists and other security threats looking for a target and help keep our children, staff and visitors safe. We take all reasonable steps to ensure the safety of children, staff and others on the premises, in the event of an emergency requiring a full lock down we will follow the lock down procedure.

Roles & Responsibilities

Security Leads

Security Leads are appointed to develop and maintain policies and plans which promote a good security culture and deters someone intending to cause harm from targeting our Holiday Club. The Security Lead at the Holiday Club is the Management Team – Nursery Manager, Deputy Manager (also the Holiday Club Manager), and the 3rd in Charge.

- Coordinate and oversee the Holiday Club’s protective security and preparedness
- Are known by all Staff
- Develop, maintain and update policies and plans which promote a good security culture and deters someone intending to cause harm from targeting the Holiday Club
- Determine how staff should respond effectively to different types of incidents.
- Ensure that all staff members are aware of their roles and responsibilities in relation to protective security and preparedness, and ensure that staff are appropriately trained.
- Liaise with external agencies, such as police and emergency services, to ensure effective communication and collaboration.
- Manage and delegate the response to an incident. The Security Lead will normally become the ‘Incident Lead’ however, we ensure one or two people are available to deputise during any absence.
- Arrangement and implement an annual Lock Down drill and include SEND children.

Incident Leads

Incident Leads make effective decisions under pressure to get people to safety, however all staff will play a vital role in responding to an incident. Incident Leads:

- Become active during an incident
- Lead the initial response to the incident within Holiday Club
- Liaises with the police and incorporates their advice into an overall site response.
- Makes fast, clear decisions under pressure, to get people to safety.
- Responds appropriately to any safety concerns, for instance people reported missing.

- Communicates about the incident to parents and carers of those affected.
- Leads any responses to interest on social media and in the mainstream media, if required.
- Manages resources effectively, including consideration for the wellbeing of staff, children and families affected.

All Staff including Non-Teaching Staff

All members of our staff have a role to play in our Holiday Club's security culture and preparedness. Staff responsibilities include:

- Participating in training and awareness programmes related to protective security and preparedness measures.
- Being vigilant and reporting any suspicious activity to the Security Lead or appropriate authorities.
- Supporting the Security Lead in implementing and maintaining the protective security and preparedness plan.
- Being familiar with incident response plans, such as lockdown, invacuation and evacuation options, exit routes, methods of communicating in an incident, and compiling grab kits.
- Providing additional support to those who are particularly vulnerable for instance, staff or children with SEND
- **All staff should read the DfE guidance "Protective security and preparedness for education settings (April 2025)" available via this link**
- https://assets.publishing.service.gov.uk/media/67ed54d298b3bac1ec299be5/Protective_security_and_preparedness_for_education_settings_guidance.pdf
- All staff should familiarize themselves with the Lock Down Protocols outlined in Annex B
- The Holiday Club has fire marshals and first aiders in place and staff with these responsibilities receive incident training to perform these roles and are part of any testing and exercising.

During an incident, staff should:

- Be prepared to call 999 unless they are certain that someone else has already called the emergency services (members of staff should not assume that someone else has called 999).
- Keep track of the children who they are with and report any concerns about the safety of any children to the Incident Lead and/or police.
- Escalate the incident to the security lead or to another senior member of staff, so that an Incident Lead can be delegated.
- Be responsible for their own safety, but also be aware of the duty of care they owe to all children within their setting.
- Be aware of the incident response plan for the setting and undergo relevant incident response training.
- Make dynamic decisions using their best judgement based on the information available to them.
- Staff should advise any other adults on site how to respond, particularly visitors who are not aware of the incident response plans.

Staff caring for Children with SEND

- Staff will consider what works best for children and staff with SEND to ensure that they are not left feeling overwhelmed.
- To help children keep calm, staff will role model calmness and make expectations about appropriate behaviour clear to children depending on their age and disability.
- Staff will keep track of the children they are with and report any concerns about the safety of any children to the Incident Lead and/or police.
- Personal Emergency Evacuation Plans (PEEPs) will be put place when required for those required and adjusted to consider the impact of disability and alternative arrangements for children with SEND.
- Grab Kits will be put place when required comprising of key items that can assist during an incident, which is particularly helpful for children with SEND.

2. LOCK DOWN PROCEDURE

The procedure allows the Holiday Club to be prepared for and able to respond to terrorism and other major incidents.

We will use the lock down procedure when the safety of the children, staff and others on the premises are at risk and we are 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 incident or disturbance in the local community (with potential to pose a risk to staff and children in the Holiday Club)
- An intruder on the Holiday Club site (with potential to pose a risk to staff and children in Holiday Club)
- 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 Holiday Club – as long as it is safer staying in the premises than leaving.

Lock Down Action Plan

1.	Warning received or observed	Staff to communicate the warning immediately to the Whistle Holder: “Lockdown, Lockdown BLOW THE WHISTLE”
2.	Blow the whistle	The Whistle Holder will immediately blow the whistle numerous times whilst shouting “LOCKDOWN LOCKDOWN” to inform all staff and visitors.
3.	Call police - 999	If the Holiday Club is in immediate danger of an intruder, staff will call the police as a matter of urgency
4.	Indoor children	All individuals (including children) will remain in the area they are in, if safe to do so
5.	Outdoor children	If the children are outside, staff will promptly and calmly direct children into the building, if this will not endanger them
6.	Lock doors and windows	Staff will make efforts to lock doors and close windows wherever safe to do so. All internal doors will be locked and if possible, barricaded.
7.	Stay in room	All individuals will: <ul style="list-style-type: none"> • Keep away from the windows and doors • Hide, sit on the floor under desks, and away from windows - children will be occupied in the centre of the room where possible so they are not placed at risk or are able to see any situation developing outside. • Turn off the lights and fans, and close blinds • Stay as silent as possible - put any mobile devices to silent (consider writing / displaying instructions on whiteboards / TV's etc as long as it can't be seen by the intruder) • Ensure that students, staff and visitors are aware of an exit point in case the intruder does manage to gain access
8.	Account for children and staff	Where possible, the Holiday Club Lead will ensure all children, staff and visitors are accounted for and safe (check for missing / injured students, staff and visitors).
9.	Monitor alerts / advice	If safe to do so, the Holiday Club Lead will return to the office area to keep up to date with the current situation via updates (i.e. where the situation has been alerted by the police or local area authority then the Holiday Club will await further instructions).

		The Holiday Club Lead will inform the main Nursery via telephone of the Lockdown if safe to do so.
10.	Remain inside	Keep doors and windows locked shut and remain inside until an all-clear has been given, or unless told to evacuate by the emergency services
11.	All clear	Once the all-clear has been given externally, the Holiday Club Lead will issue the all-clear internally.
12.	Post event	After the all clear, if a false alarm, 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 signs of worries or concerns will have one to one time with their key person to talk about these.
13.	Inform Parents & Carers	Parents will be informed about the situation at the earliest safest opportunity and will be kept updated when the information changes.
14.	Post-incident Evaluation	After the event a post-incident evaluation will be conducted to ensure that each child and staff member was supported fully and the procedure went as planned. Ofsted will be informed.

ANNEX A

Lockdown Post Incident Evaluation Form

Holiday Club	
Lockdown time	
Alerted by	
Lockdown end time	

Lockdown outcome	Disturbance	Intruder	Warning	Fire	Explosion
Evaluation					

ANNEX B – Lock Down protocols for all staff

1. See, Check and Notify (SCaN)

SCaN helps identify suspicious activity and deter and detect someone intending to cause harm.

SEE - be vigilant for suspicious activity.

Suspicious activity occurs when you recognise actions that may indicate pre-operational planning associated with dishonest activity resulting in terrorism or crime. Suspicious activity occurs when you recognise actions that may include:

- someone trying to remain hidden or out of view.
- someone covertly or overtly taking photographs of security measures, such as CCTV, access controls, entrances and exits, or staff.
- a bag being left in a normally crowded area, or by an entrance/exit.
- someone attempting to gain entry to restricted areas.
- someone loitering in restricted or non-public areas.
- someone asking unusual questions.

A vehicle could also seem suspicious if:

- it is positioned in an unusual way (mounting a curb close to the entrance/exit or the side of a building).
- appears abandoned.
- contains passengers who are observing the setting and are not known to staff and do not appear to be dropping off or collecting anyone.
- contain items like petrol cans, flammable liquids or knives or weapons.
- be driving a number of times along the same route around the site.
- have window tints that restrict your ability to see inside the vehicle and its occupants.

Seeing a vehicle behaving suspiciously should prompt staff to consider if there have been any other suspicious activity around the site.

CHECK - Use the 'power of hello'

The 'power of hello' is about approaching a person (if safe to do so), whose activity could be considered suspicious; this can disrupt potential criminal activity. It shows the individual that you have noticed them and are aware (vigilant) of activity being conducted in and around your setting.

NOTIFY - reporting suspicious activity

If a person or vehicle is on site and you are suspicious about their intentions or activity, then you may need an immediate police response (dial 999 for the police).

It is beneficial for the person to be on site when the police are called. If the person has left the scene and the route, they took is unknown, or a significant period of time has elapsed since the incident, you should:

- contact the Anti-Terrorist Hotline on 0800 789321 or
- report the incident online or
- call 101
- You can also report suspicious activity online, in confidence to the Action Counter Terrorism (ACT) website.

2. RUN HIDE TELL

All staff should familiarise themselves with RUN HIDE TELL to ensure they can immediately respond to live incidents and make adjustments for those with SEND if required.

RUN

- escape if you can
- consider the safest options
- is there a safe route? RUN, if not HIDE

- can you get there without exposing yourself to greater danger?
- insist others leave with you, but don't let their indecision slow you down
- leave belongings behind
- do not attempt to film the incident. RUN

HIDE

- If you cannot RUN, HIDE:
- find cover from gunfire
- if you can see the attacker, they may be able to see you. Cover from view does not mean you are safe. Bullets can go through glass, brick, wood and metal. You must still HIDE, even if you are behind a locked door
- find cover from gunfire behind substantial brickwork or heavy reinforced walls
- be aware of exits
- try not to get trapped
- be quiet, silence your phone and turn off vibrate
- lock and barricade
- move away from the door

TELL

- When it is safe to do so, TELL by calling 999
- What do the police need to know? If you cannot speak or make a noise, listen to the instructions given to you by the call taker:
- nature of the incident – what is happening?
- location – where is the incident taking place? Give an address or general location
- suspects – where are the suspects?
- direction – where did you last see the suspects?
- descriptions – describe the attacker, numbers, features, clothing, weapons etc.
- further information – casualties, type of injury, building information, entrances, exits, hostages etc.
- stop other people entering the building if it is safe to do so

3. HOT

The HOT protocol is used to judge whether an item seems suspicious, after considering all the information available to you and local context to the situation in each case.

HOT protocol

Hidden?

- has the item been deliberately hidden, or has a deliberate attempt been made to conceal it from view?

Obviously suspicious?

- are there wires, circuit boards, batteries, tape, liquids or putty-like substances visible?
- has the item been found after seeing suspicious behaviour? Ask if anyone nearby has left the item or saw who did. You could use CCTV, if available

Typical of what you would expect to find in this location?

- consider whether unusual looking tools, devices or cables are likely to have been left innocently by others or maintenance staff working in the area
- does it look typical of what would be expected to be in that location?

Based upon what you can see, do you think the item poses an immediate threat to life?

If the item is assessed to be unattended rather than suspicious, carefully examine further and assess before applying lost property procedures.