



Lockdown Policy

Walsall Childminding Hub

St Matthew's Centre, Walsall, WS1 3DG

Purpose

This policy sets out the procedures to be followed when there is an immediate or potential danger inside or outside the centre. The aim is to keep children, staff and visitors safe until the emergency services confirm that the danger has passed.

Possible reasons for lockdown

A lockdown may be initiated for any serious threat, including an intruder, violence nearby, a police incident, a dangerous animal, a chemical incident, a serious threat outside the premises or any other situation where remaining in a secure place is considered the safest option.

Authority to initiate lockdown

Any staff member who identifies an immediate danger has the authority to start the lockdown procedure. The instruction will be given verbally and must be acted upon immediately.

Immediate actions

All doors and entrances must be locked by available centre staff. Curtains in the main hall and blue room must be closed, and blinds in the green room must be closed. Lights must be switched off. Children, staff and visitors must remain quiet and move away from windows and doors.

Children and staff indoors

Children and staff who are already in a room must remain in that room, lock the door where possible and follow the lockdown procedure. Anyone in a toilet or another separate room must stay there, secure the door where possible, remain quiet and wait for instructions or police assistance.

Children and staff outdoors

If the danger is outside, children and staff should move indoors by the safest available route and follow the lockdown procedure. If the danger is indoors, they must move to the safest suitable location available, away from the threat, and secure the area where possible. Staff should use their professional judgement and must not move children towards a known danger.

Accounting for everyone

Staff must use the daily attendance register and visitor book to account for all children, staff and visitors. Any missing person must be reported to the police immediately without putting others at further risk.

Emergency services

Any staff member has authority to call 999. Staff must provide the centre address, describe the threat, state the number of children and adults present and follow all police instructions.

Communication during lockdown

Communication should be limited to quiet verbal communication or the staff WhatsApp group chat. Mobile phones should be kept on silent. Staff must not post information publicly or share details outside the authorised staff group.

Parents and carers

Parents and carers will be informed only after advice from the police. They must be told not to travel to or enter the centre until the police or manager confirms that it is safe.

Children with SEND, medical needs, anxiety or mobility difficulties

Staff must give additional support according to each child's individual needs. This may include helping a child move to a safe area, keeping essential medication accessible where it is safe to do so, providing calm reassurance, using familiar communication methods, reducing sensory distress and assigning a known adult to remain with the child. Staff must not take action that places the wider group at greater risk.

Emergency information and equipment

Emergency contact details are available in the staff shared area. Medication is stored in the kitchen. The first-aid kit should already be accessible as part of daily opening procedures. Staff should only collect medication or equipment if it is safe to do so.

Ending lockdown

The lockdown may only be ended by the police, or by the manager after receiving confirmation that it is safe. Staff must not unlock doors or move children until the all-clear has been given.

Practice drills

Lockdown drills will be practised once each month. Drills must be planned sensitively so children are not frightened. Staff should explain that the practice is to help everyone stay safe.

Recording and review

Every lockdown drill or real lockdown must be recorded on the Lockdown Drill / Incident Record. Any issues identified must be addressed promptly. This policy will be reviewed by Mr S Ghalib, Manager, following any real incident, significant drill concern or change to the premises or procedures.

Policy owner:	Mr S Ghalib, Manager
Review frequency:	At least annually and after any incident or significant drill
Date adopted:	25/07/2026
Next review date:	25/07/2027