

01 Health and safety procedures

01.21 Terrorist Threat, Attack & Lockdown

Our Aim

At Peekaboo Childcare, keeping children safe is always our number one priority. Most emergencies involve evacuating the building, such as in a fire. However, in rare situations it is safer to stay inside. This is called a lockdown.

A lockdown helps protect children and staff by securing the building and reducing movement until the emergency services say it is safe.

This procedure explains how we prepare for and respond to a lockdown in line with EYFS safeguarding and welfare duties.

Assessing Risk

The setting manager:

- reviews risks linked to our location
 - checks police and government advice
- monitors the national threat level (available at www.mi5.gov.uk/threat-levels)
- reviews lockdown procedures regularly
- shares information with staff and parents

Local police contact details are always clearly displayed for staff.

Preparing Children

We practise simple, age-appropriate safety instructions with children—just as we rehearse fire drills.

This includes:

- staying low
- keeping quiet
- listening to adults
- staying in one safe area

Lockdown practice takes place once every term.

→ **Communicating With Parents**

If a lockdown happens, parents are informed as soon as it is safe to do so via text or Family.

The message will read something similar to this:

“Due to an incident, we have been advised by emergency services to secure the premises and stay inside. Please do not attempt to collect your child until we confirm it is safe. We will contact you as soon as possible. Please keep phone lines clear unless you need urgent contact.”

Parents should never come to the setting during lockdown unless instructed—it may put them and others at risk.

When a Lockdown Is Needed

The setting manager will act quickly to assess the situation.

Most often, staying inside is the safest option until emergency services arrive.

Once police or emergency teams give instructions, staff follow them immediately.

What Happens During Lockdown?

Staff will:

- keep children in their room, if safe
- close and secure doors
- close blinds or curtains

- keep children away from windows
- encourage children to stay quiet and calm
- listen to local radio/TV for updates
- avoid non-essential phone calls

If the fire alarm sounds, staff will only evacuate if fire is in the immediate area; otherwise, they wait for instructions.

Doors will not be opened unless the manager is certain it is emergency services or an official “all clear.”

During lockdown staff do NOT:

- move through long corridors
- gather in large open spaces
- call 999 again unless there is an immediate threat
- allow anyone into the building unless authorised

After Lockdown

When the emergency services confirm the area is safe:

- children may be evacuated if required
- staff will keep registers and child information close at hand
- anyone who saw the incident may need to speak to the police
- parents will be informed when it is safe to collect children

We always follow the instructions of emergency services.

Recording & Reporting

After the incident:

- A full written record is completed
- Procedures are reviewed to make improvements if needed

Further Guidance

Members of the public should report suspicious activity to:

- 999 (emergency)
- Anti-terrorist hotline: *0800 789 321*
- Non-emergency police: *101*