

## **Lockdown Policy and Procedure**

### **Lockdown Policy Guidance Sheet for Early Years Providers**

This guidance sheet is designed to support early years settings in developing their own lockdown policy. It outlines key areas to consider and provides prompts to help tailor the policy to your specific setting.

To include

- What is the aim of your lockdown policy?
- How does it support safeguarding and emergency preparedness?
- Who does the policy apply to?
- Are there different procedures for different types of lockdown?
- What constitutes a lockdown?
- What are the types (e.g., full vs. partial)?
- Who initiates the lockdown?
- What are the responsibilities of staff, managers, and parents?
- What events would lead to a lockdown?
- How will the lockdown be activated?
- What steps should staff take?
- How will staff communicate internally and externally?
- How will parents be informed?
- How often will drills be conducted?
- What training will staff receive?
- What support will be offered?
- How will the incident be reviewed?
- Which other policies does this link to?
- How often will the policy be reviewed?