



The Butterfly Rooms (Incorporating Woodlands) LTD

Tank Hill Road | Purfleet | Essex | RM19 1TA

Registered Charity Number: 1148068 | Ofsted Number: 453859 | Company Number: 7984150 | *Limited by Guarantee*

Telephone Number: 01708 863 737

Lockdown and Intruder Procedure

Policy Statement

The safety and welfare of children, staff, visitors and families at The Butterfly Rooms is our highest priority.

Whilst serious incidents involving intruders or threats to safety are extremely rare, it is essential that all staff are prepared to respond quickly and effectively to any situation that may place children or adults at risk.

This procedure outlines the actions to be taken in the event of:

- An intruder entering the premises.
- A violent or aggressive person on site.
- A security threat in the local area.
- Police activity nearby.
- A dangerous animal in the vicinity.
- A terrorist threat or suspicious package.
- Any other incident requiring children and staff to remain safely inside the building.

Aims

This procedure aims to:

- Protect children, staff and visitors from harm.
- Ensure a calm and organised response during emergencies.
- Minimise risk and disruption.
- Enable effective communication with emergency services.
- Support a safe return to normal operations following an incident.

Definition of a Lockdown

A lockdown is the process of securing the nursery and restricting movement within or outside the building in response to a perceived or actual threat.

There are two levels of lockdown:

Partial Lockdown

Used when a potential risk has been identified outside the building but there is no immediate danger to those inside.

Examples may include:

- Police activity in the local area.
- Dangerous animals nearby.
- Civil disturbance in the community.
- Missing persons in the area.

Full Lockdown

Used when there is an immediate threat to the safety of children, staff or visitors.

Examples may include:

- An aggressive or violent intruder.
- An individual attempting unauthorised entry.
- Armed police incident.
- Terrorist-related threat.
- Serious criminal activity nearby.

Responsibilities

Nursery Manager

The Nursery Manager is responsible for:

- Deciding whether a lockdown should be initiated.

- Contacting emergency services where necessary.
- Coordinating the response.
- Communicating with staff and parents.
- Ensuring procedures are reviewed regularly.

In the Manager's absence, the Deputy Manager or senior member of staff will assume responsibility.

All Staff

All staff must:

- Be familiar with lockdown procedures.
- Remain calm.
- Follow instructions immediately.
- Reassure children appropriately.
- Report concerns without delay.
- Participate in lockdown drills.

Lockdown Signal

The agreed lockdown signal at The Butterfly Rooms is:

"LOCKDOWN, LOCKDOWN, LOCKDOWN"

This may be communicated verbally, by telephone, or other agreed internal communication system.

All staff must act immediately upon hearing the signal.

Partial Lockdown Procedure

When a partial lockdown is announced:

Staff will:

- Bring all children indoors immediately.
- Secure all external doors and gates.
- Check outdoor areas are clear.
- Close windows where appropriate.
- Continue normal activities within the building.
- Maintain heightened vigilance.

Manager will:

- Gather information regarding the incident.
- Monitor advice from emergency services.
- Keep staff informed.
- Determine whether escalation to full lockdown is required.

Full Lockdown Procedure

When a full lockdown is announced:

Staff must immediately:

Secure the Environment

- Lock all doors.
- Close and secure windows.
- Close blinds or curtains where available.
- Turn off lights where appropriate.
- Move children away from windows and doors.

Gather Children

- Account for all children immediately.
- Take registers and emergency contact information where possible.
- Remain together as a group.

Remain Quiet

- Encourage children to remain calm and quiet.
- Turn mobile phones to silent.
- Avoid unnecessary movement around the building.

Await Further Instructions

- Do not leave the secure area unless instructed by emergency services.
- Do not open doors to unknown individuals.
- Verify identity before opening doors if instructed by police.

Intruder Procedure

An intruder is any person on the premises who:

- Has no legitimate reason to be there.
- Refuses to leave when requested.
- Appears threatening, aggressive or suspicious.

If an intruder is identified:

Staff should:

- Remain calm.
- Avoid confrontation where possible.
- Inform the Manager immediately.
- Monitor the individual's location if safe to do so.
- Contact emergency services if there is immediate risk.

Staff must never place themselves or children in danger.

Contacting Emergency Services

If emergency assistance is required:

Dial 999

Provide:

- Nursery name: The Butterfly Rooms
- Full address
- Nature of the incident
- Number of children and adults present
- Details of any injuries or immediate risks

Follow all instructions provided by emergency services.

Communication with Parents

During an active lockdown:

- Parents will not normally be permitted to collect children.
- Telephone lines should be kept clear for emergency communications.
- Parents will be updated when it is safe to do so.
- Information will only be shared by authorised members of staff.

The safety of children will remain the priority at all times.

After the Incident

Once emergency services declare the situation safe:

The Manager will:

- Give the "all clear" instruction.
- Account for all children, staff and visitors.
- Complete an incident record.
- Inform parents and carers.
- Notify Ofsted if required.
- Review the effectiveness of the response.

Support will be offered to any child, parent or staff member affected by the incident.

Lockdown Drills

The Butterfly Rooms will:

- Conduct lockdown drills at least annually and whenever deemed necessary.
- Record all drills.
- Evaluate outcomes and identify improvements.
- Ensure all new staff receive training as part of induction.

Children will be supported sensitively and appropriately during practice drills.

Monitoring and Review

This procedure will be reviewed:

- Annually.
- Following any lockdown incident.
- Following changes to legislation or safeguarding guidance.

- Following advice from emergency services or Ofsted.

This policy was adopted by

The Butterfly Rooms Ltd

On

24th July 2026

Date to be reviewed

24th July 2027

Signed on behalf of the Management
committee

Name of signatory

Miss Aimee Thompson