

Leverstock Green Playgroup Lockdown Policy

In the event that a person or persons enter the building and could be a threat to the safety of the staff and children at Leverstock Green Playgroup the following procedure will take place:

1. Staff to use the codeword 'SHIELD' to notify the manager and other staff of the danger.
2. Staff and children to assemble in the toilet area.
3. The manager to get the phone, register and keys and bring into the toilets.
4. The manager to lock the toilet door
5. The manager to ring 999 or Anti Terrorist hotline 0800789321
6. Register to be checked to make sure all children and staff are present.
7. Keep children calm and safe, sit on floor and keep children as quiet as possible. 8. Remain in the toilet area until police tell us it is safe.
9. After the event the manager to notify all parents.
10. A lockdown drill will be practised termly.

In the event that a person or persons are on the field adjacent to the playgroup garden and may be a threat to the safety of the staff or children at Leverstock Green Playgroup the following procedure will take place:

1. Staff to use the codeword 'SHIELD' to notify the manager and other staff of the danger.
 2. Staff to immediately bring the children into the building- crawling
 3. One member of staff to alert the manager to the danger.
 4. The manager to ring 999 or Anti terrorist hotline 0800789321
 5. One member of staff to secure the garden door and ensure that the hall door is locked.
 6. Staff to shut all windows and pull blinds closed.
 7. Staff to ensure that children stay away from the windows and doors and the children are kept calm and safe. We may crawl quietly into the toilet area if we felt we needed too.
 8. Remain in the room or toilet area until police tell us it is safe.
 9. After the event the manager to notify all parents
 10. A lockdown drill will be practised termly.
- The setting manager ensures that the emergency evacuation and lockdown procedures are included in staff training and induction. The setting manager is aware of the terrorist alert level, as available at www.mi5.gov.uk/threat-levels

Suggested wording for parent message

Due to an incident we have been advised by the emergency services to secure the premises and stay put until we are given the 'all clear'. Please do not attempt to collect your child until it is safe to do so. We will let you know as soon as we are able to when that is likely to be. In the meantime we need to keep our telephone lines clear and would appreciate your cooperation in not calling unless it is vital that you speak to us.

This policy was adopted at a meeting held on:.....

Signed on behalf of the Committee:

Name: Britanee Catchpole

Signature: 

Signed on behalf of the Playgroup:

Name:.....

Signature:.....

This policy was reviewed on: 26th February 2026

To be reviewed: April 2027