



Intruder Alert and Lockdown Procedure

1. Purpose

The purpose of this procedure is to ensure the safety and security of all children, staff, and visitors in the event of an intruder or threat on or near St Francis Nursery and Family Centre (St Francis).

2. Identification of Threat

Any staff member who sees or suspects an intruder, or receives a threat, must immediately alert the Designated Safeguarding Lead (DSL) or the most senior person present.

3. Initiating Lockdown

The DSL or senior staff member must:

- Inform all staff that a lockdown is being initiated by blowing the whistle located in the main office or nursery.
- Call emergency services (999) and provide:
 - Nursery name and address
 - Nature of the threat
 - Number of people on site
 - Description of the intruder (if known)

3. Securing the Premises

All staff must:

- Lock all external doors and windows.
- Turn off lights and close blinds/curtains.
- Keep children calm and quiet.
- Move children away from doors and windows.
- Not leave the room unless instructed by emergency services.

4. Communication

Parents must not be contacted until it is safe to do so and under the direction of emergency services.

5. Caring for Children

Reassure children in a calm, quiet manner. If deemed appropriate, use distraction techniques (quiet stories, songs, or games).

6. All Clear

Only the DSL or emergency services can give the “all clear”. Once safe, staff will:

- Account for all children and staff.
- Report any injuries or concerns.
- Begin contacting parents, under the direction of the most senior member of staff present.

7. Post-Incident Actions

The Centre Coordinator must:

- Complete an incident report.
- Hold a debrief session with staff.
- Review and update the lockdown procedure based on lessons learned.