Emergency lockdown policy and procedure

Purpose and scope

Ysgol Y Foel Out of School Club is committed to the safety and wellbeing of children, staff, families and visitors. This policy applies to all staff, volunteers, students, committee members and visitors during childcare sessions and outings. It must be read with the school emergency plan, fire evacuation, safeguarding, missing child, first aid and risk assessment procedures.

Types of emergency response

- External threat: restrict access to the setting where an external hazard makes this safer than evacuation.
- Shelter in place: remain indoors when advised that an external environmental hazard, such as severe weather or smoke, makes leaving unsafe.
- Full lockdown: follow the agreed protective procedures in response to a serious security threat.
- Evacuation: leave the premises when remaining inside is unsafe, for example in a fire or suspected internal gas leak. Follow the applicable emergency procedure and emergency services advice; lockdown must never prevent safe escape.

Responsibilities

- The Person in Charge (Mrs Napper) (or designated deputy on duty) leads the childcare response, liaises with the school and emergency services, and allocates responsibilities. Staff must not delay calling 999 where immediate danger exists.
- The registered provider and Responsible Individual oversee risk assessments, staffing, training, contingency arrangements and regulatory notifications.
- All staff must know the agreed emergency arrangements, supervise children, account for everyone and follow emergency services instructions. The school and club must agree arrangements for sessions outside school hours.

Preparation and risk assessment

- Maintain an up-to-date emergency risk assessment in consultation with the school, covering the premises, outdoor activities, local hazards and shared facilities.
- Agree emergency signals, communication arrangements, suitable safe areas, evacuation routes and staff responsibilities with the school. Keep operational security details in a controlled staff-only plan, not in the public policy.
- Ensure registers, emergency contacts, essential medication and first aid supplies are accessible to authorised staff. Confirm access to working communications during all sessions.
- Plan individual assistance for children and adults with disabilities, additional learning needs, mobility, sensory or communication needs.
- Induct all staff and volunteers before they undertake responsibilities. Rehearse lockdown arrangements regularly in an age-appropriate way, record drills and address lessons learned. Review arrangements after changes to premises, staffing or risks.

Responding to an emergency

- Raise the alarm using the agreed school and club arrangements. Call 999 if there is immediate danger and follow emergency services advice.
- Select the safest response for the actual hazard. Follow the staff-only emergency plan; do not investigate a dangerous situation or take unnecessary risks.
- Maintain supervision and account for children, staff and visitors using the register. Report anyone unaccounted for to emergency services immediately. Maintain staffing ratios as far as safely practicable and summon assistance if necessary.
- Reassure children using calm, age-appropriate language and provide individual support. Provide first aid where safe to do so.
- Do not resume normal activities or release children until it is safe and the incident lead has confirmed the all-clear, in accordance with emergency services advice.

Communication with parents and carers

The nominated staff member will issue updates through the agreed communication channel when safe to do so. Do not publish operational security details or personal information. Parents should not attend the premises until advised that collection is safe.

Suggested message: “An emergency procedure is currently in operation at Ysgol Y Foel Out of School Club. Staff are following our safety arrangements. Please do not come to collect your child until we confirm it is safe. We will provide further updates as soon as we can.”

Recovery and reporting

- Cooperate with emergency services and the school. Reconcile attendance records and release children only to authorised collectors using the admissions and collections policy. Record collection times and arrangements.
- Provide appropriate reassurance and support for children, families and staff. Record the incident, decisions, times, injuries, communications and actions taken. Preserve relevant records securely.
- Inform the registered provider and Responsible Individual promptly. Notify CIW without delay where required under the Child Minding and Day Care (Wales) Regulations 2010 (as amended), using the relevant CIW notification process and applicable timescale. Contact safeguarding agencies, insurers or HSE where required.
- Review the response with the school and staff, update risk assessments and procedures, and monitor corrective actions. Review the policy annually and following significant incidents or changes.

References

Welsh Government: National Minimum Standards for Regulated Childcare (2026), Standards 21 and 24. www.gov.wales/national-minimum-standards-regulated-childcare

Care Inspectorate Wales: Notifications. www.careinspectorate.wales/providing-a-care-service/already-registered-services/notification-forms

Source: Early Years Wales emergency lockdown template (September 2024) and the club's July 2026 revision.

Policy approval record

Previous approval / version	6 July 2026 (internal version)
Date revised	24 November 2026
Name / position	Mrs Napper – Person in Charge
Approval authority	Out of School Club Committee (delegated authority)
Date approved	_____
Signature on behalf of provider	_____
Next scheduled review	July 2027

Before adoption: confirm the school's emergency arrangements, nominated deputies, staff-only operational plan and drill schedule. No site-specific security arrangements have been assumed.