Intruder, Security and Lockdown Policy

Date approved: 24th November 2026
Review date: 24th November 2027

Purpose

To set out the arrangements should an:
unauthorised persons enter
or
attempt to enter the building
or
it is considered safer for children and adults to remain inside the building
or
move to another secure location.

Our aim is to ensure that staff know how to respond calmly, consistently and appropriately while maintaining the safety, dignity and individual needs of every child. We share a building with YMCA Little Shoots Nursery on a school site therefore, we work closely when planning and reviewing our emergency procedures.
We recognise that an emergency affecting one part of the site may affect other parts of the site. Our intruder, lockdown and emergency procedures are therefore developed and written jointly with YMCA Little Shoots Nursery and both settings work together to ensure that the arrangements are understood, practical and suitable for all children and adults using the shared building.

Policy Statement

We recognise that terms such as "intruder", "lockdown" and "security incident" can sound worrying to parents and carers. This policy does not mean that there is a specific threat to Stepping Stones, YMCA Little Shoots Nursery, our children or our building.
As with fire evacuation procedures, first aid arrangements and safeguarding procedures, having a plan in place is part of being a responsible setting. Our aim is to be prepared for a range of unexpected situations so that if it was to occur, staff can respond calmly and confidently.
Any practice or exercise will be carefully considered considering their individual needs. Because we share our building with YMCA Little Shoots Nursery, we work together to ensure that everyone using the premises is considered. Our emergency procedures are jointly planned, written, practised where appropriate and reviewed so that both settings understand how we will work together to keep all children safe.

Scope

This policy applies to all children, staff, volunteers, students, visitors, contractors and other people who may be present within our setting or the shared building.

Joint working with YMCA Little Shoots Nursery

Our setting and YMCA Little Shoots Nursery recognise our shared responsibility for maintaining a safe environment within the building.
The two settings work together to develop, write, implement and review emergency procedures. This includes considering how an incident in one part of the building could affect children and staff in another part of the premises.
Where safe, managers and designated staff from both settings will communicate during an incident and coordinate their response.
The procedures are designed to ensure that every child within the shared building is considered, regardless of which setting they attend.
Joint planning will consider the different needs of the children attending both settings and will ensure that staff understand their responsibilities towards the children in their care.

Individualised Emergency Planning

All children attending our setting have differing needs therefore their individual needs are a fundamental part of our planning.
Emergency planning will take account of each child's individual needs and existing care, support and risk assessments.
Staff who know the children well will be involved in emergency planning wherever possible because they are best placed to understand how an individual child may respond. Emergency procedures will be adapted where necessary to ensure that children can be supported safely without compromising the safety of other children or adults.

Supporting Children During an Emergency

During an emergency staff will remain calm and use familiar communication methods wherever possible. Children will be supported using communication approaches appropriate to their individual needs.
Children will be reassured using calm, simple and familiar language.
Where a child becomes distressed, staff will use their knowledge of the child's individual support plan to help them regulate and feel safe.
Where safe and appropriate, familiar comfort items, communication aids or specialist equipment may be taken with the child.

Preventing Unauthorised Access

Stepping Stones and YMCA Little Shoots Nursery will take reasonable and proportionate steps to maintain the security of the shared premises.
External doors and gates will be managed appropriately. Visitors will follow the relevant visitor procedures and staff will remain alert to anyone attempting to enter without authorisation.
Registers of children and adults present will be maintained so that both settings can account for everyone during an emergency.

Staff will not be expected to place themselves or children at risk by confronting an individual who is behaving suspiciously or aggressively.
Where there is an immediate concern for safety, the emergency services will be contacted.

Responding to an Intruder or Security Concern

If an unauthorised person is identified, staff will assess the circumstances and respond proportionately. Where there is no immediate threat the Admin Team, Inclusion Managers or Centre Manager will deal with the situation using normal visitor and security procedures. Where there is a concern that an individual presents an immediate risk to children or adults, the appropriate lockdown or invacuation procedure may be initiated.
The priority will be to move children away from danger and into the safest available area.
The following arrangements will apply:

1. **Senior Practitioners** will ensure, where reasonably practicable that their doors and windows in their playrooms are securely closed and blinds are lowered. They will continue to maintain appropriate supervision of the children through the practitioners.
2. **The Inclusion Managers** will support the playrooms based on the level of threat and allocate and give additional support based on the needs of the children.
3. **The Manager or Inclusion Manager** will follow the agreed emergency communication arrangements with YMCA Little Shoots Nursery and Stepping Stones employees.
4. **The Centre Manager or in the absence of the Centre Manager, the Inclusion Manager** will liaise with YMCA Little Shoots Nursery and ensure that the emergency services are contacted by calling 999 when it is safe and appropriate to do so.
5. Staff must not attempt to apprehend or confront an intruder unless there is an ***immediate and unavoidable*** need to protect life and it can be done safely.

Lockdown and Invacuation

A lockdown or invacuation may be used where remaining inside a secure area is considered safer than leaving the building.
The response will take account of the location of the suspected threat and the needs of everyone within the shared premises.

1. Practitioners will calmly gather the children in their care and move them to the designated safe area where appropriate.
2. The Senior Practitioners where possible are to secure doors and windows
3. Children will be kept away from external doors and windows.
4. Staff will use appropriate communication and reassurance techniques and will continue to support children according to their individual needs.

5. Because the premises are shared, staff will follow the jointly agreed arrangements with YMCA Little Shoots Nursery and communicate with the other setting where it is safe and appropriate to do so.

Detailed information about specific lockdown locations, access arrangements, alarms and security measures will be kept within the confidential emergency plan and will not be included in this publicly available policy.

Children who are Outside

If children are outside when a security concern arises, staff will assess the circumstances and determine the safest course of action.
If it is safe to do so, children may be brought into the building. However, if the concern relates to a threat within the building, staff will not automatically return children indoors and will instead move them to an alternative safe location where appropriate.
The decision will always be based on the circumstances at the time, with the safety and individual needs of the children as the priority.

Shared Site

The site is shared with two other schools: Silverwood School and Willowbrook School. Due to the shared nature of the site, effective communication and coordination between everyone is essential during a lockdown or other emergency.
Where it is safe and practicable to do so the Centre Manager and YMCA Little Shoots Manager will ensure that communication takes place with Silverwood School and Willowbrook School when a lockdown is initiated. Information shared should be limited to that necessary to support the safety and security of children, staff and visitors.
If either Silverwood School or Willowbrook School initiates a lockdown, Stepping Stones will follow its own internal lockdown procedures working with YMCA Little Shoots where appropriate and safe to do so. Stepping Stones and YMCA Little Shoots Nursery will assess the situation and any potential risks to children, staff and visitors and will implement the appropriate lockdown measures without delay.
Where appropriate and where it is safe to do so the Managers of both Stepping Stones and YMCA Little Shoots will maintain communication with the other schools on site and coordinate actions to ensure that all reasonable steps are taken to protect those within the site. The safety of children and staff will remain the priority. Staff should not leave secure areas or attempt to communicate with other schools if doing so would increase risk.

Supporting Mobility and Physical Needs

Staff will ensure that emergency planning takes account of children who require physical assistance, mobility equipment or additional adult support.
Where a child normally requires specialist equipment, staff will consider whether and how this can safely be taken with them during an emergency.
Where equipment cannot safely be moved, alternative arrangements will be identified in advance wherever possible.

Staff will not attempt to move a child in a way that could cause injury to the child or themselves. Individual emergency arrangements will be agreed in advance for children who require significant physical assistance.

Medical Needs

Children with medical needs will continue to receive appropriate support during an emergency. Where a child requires essential medication, medical equipment or specialist support this will be considered within their individual emergency planning.
Staff will ensure that relevant information is available to those who may need it during an emergency, while maintaining confidentiality.
Where an emergency results in a child requiring medical assistance, emergency services will be contacted as appropriate

Visitors and Parents/Carers

Visitors are required to follow staff instructions during an emergency.
Parents and carers should not attempt to enter the building during a lockdown or security incident. This is essential so that staff can concentrate on protecting the children and emergency services can operate safely. Parents and carers are ***not to come onto the premises this includes the car park***. Staff must ensure that emergency services can easily access the site.
Parents and carers will be contacted as soon as it is safe and reasonably practicable to provide information and guidance.
Children will continue to be released in accordance with the setting's safeguarding and collection procedures unless emergency services provide alternative instructions.
Parents and carers are asked to remain calm and follow instructions provided by the setting or emergency services.

Emergency Services

Where there is an immediate threat to the safety of children or adults, the police or other emergency services will be contacted.
The setting will provide emergency services with relevant information, including the location of the shared building, the nature of the incident and information about children or adults who may require particular assistance.
Once emergency services arrive, staff will follow their instructions.

Safeguarding

Safeguarding responsibilities continue throughout an emergency.
The Designated Safeguarding Lead (DSL) or Deputy DSL will be informed of any safeguarding concerns arising from an incident as soon as it is safe to do so.
Following an incident, the setting will consider whether any child has experienced or may have experienced harm, whether additional emotional support is required and whether any concerns need to be referred to children's social care, the police or another appropriate agency.

The setting will continue to follow its Safeguarding and Child Protection Policy and local safeguarding procedures.

Training

Staff will receive appropriate information and training so that they understand their responsibilities during an emergency.
Because we share our building with YMCA Little Shoots Nursery, appropriate staff from both settings will work together to understand the agreed emergency procedures.
Where appropriate, the settings will undertake joint discussions, tabletop exercises or carefully planned practices to ensure that procedures are understood.
Any exercise involving children will be carefully considered and will take account of their individual needs. We recognise that some children may find unexpected changes, alarms, unfamiliar instructions or simulated emergencies particularly distressing.
For this reason, exercises will be ***planned sensitively*** and will not be carried out simply for the sake of completing a drill. ***The wellbeing of the children will always be considered. It is important that parents and carers understand the importance of training.***
The purpose of training and preparation is to ensure that adults know how to respond calmly and confidently should an unexpected situation occur.

Communication with Families

We understand that parents and carers may have questions about emergency procedures.
We are committed to being open with families about our approach while not sharing confidential security information that could compromise the safety of the building.
The existence of this policy should not be interpreted as an indication that there is a particular threat to both settings.
Our approach is comparable to having fire evacuation procedures and we hope they will never need to be used but responsible planning means that staff should know what to do if an emergency occurs.
In the event of a significant incident, parents and carers will be provided with appropriate factual information as soon as it is safe to do so.

Joint Review and Continuous Improvement

Following a significant incident, emergency exercise or relevant change to the premises, Stepping Stones and YMCA Little Shoots Nursery will review the effectiveness of the arrangements together. The review will consider whether staff understood their responsibilities, whether communication between the two settings was effective, whether all children were appropriately supported and accounted for and whether any individual child required additional support. Where improvements are identified, both settings will work together to update the procedures. The views and knowledge of the staff who know the children well will be particularly important when reviewing arrangements for children with additional needs.

Confidential Security Information

For the safety of everyone using the shared building, detailed security information will not be included within the publicly available version of this policy.
This includes specific lockdown locations, access codes, alarm arrangements, keys, security vulnerabilities and other information that could compromise the security of the premises. Relevant information will be ***made available to authorised staff on a need-to-know basis*.**

Review of this Policy

This policy will be reviewed at least annually or sooner where necessary following a significant incident, exercise, change to the premises, change in legislation, updated Government guidance or a significant change in the needs of the children.
Stepping Stones and YMCA Little Shoots Nursery will review relevant shared arrangements together to ensure that the procedures remain effective and appropriate for everyone using the building.