

## **Emergency Closure Policy includes Lockdown Policy and Procedure**

### **Statement of intent**

YMCA Brunel Group believes that all children who attend the setting should stay safe. There are certain circumstances that could result in the setting having to close or partially close or go into government/police directed lockdown either due to pandemic or to terrorist activity, where adults and children may be locked in the building. Such circumstances include severe weather conditions, fire and floods; break down of essential services, illness, pandemics, epidemics, vandalism and acts of terrorism.

### **Aim**

YMCA Brunel Group aims to stay open for all advertised session times but may be forced to close due to any of the above circumstances. We aim to work closely with YMCA Brunel Group Head office and other professionals/outside agencies to open as soon as possible and keep parent/carers informed of the current situation.

### **Procedures**

If the childcare team were to be considering closure or Lockdown, they would first take advice from the appropriate outside professionals such as our Head Office, school on site, the Local Health Protection Team, the emergency services, Ofsted or the National Counter Terrorism Security Office

### **Closure**

Once the decision to close has been made, the appropriate steps would be taken.

- Senior staff to contact all attending parents/carers by telephone and /or email/ or via Tapestry/Family as soon as possible to let them know what is happening.
- Senior staff to notify Ofsted and the Local Authority funding team and the Health Protection Agency if required.
- If the setting needs to close during a session, senior staff will contact parents/carers of all children present and staff will stay on the premises with the children until they have all been collected.
- Senior staff will endeavour to be contactable or on the premises daily during closure. Parents/carers can telephone or email during these times if they need to enquire about future closure. Head Office will also give out information on 01225 325 900
- If the setting must close due to any of the circumstances such as above, fees **WILL NOT** be refunded.
- Children attending funded sessions will not be able to use the lost sessions on a later date.
- Individual hardship cases will be discussed with the YMCA Brunel Group. Parent/carers will need to present their case in writing.
- Where appropriate, details of closure and reopening will be communicated to the relevant press/radio and on our web site or Facebook page or by phone or email to parents.

- We will follow the patterns of local school closures on site and across the area.

### **Lockdown, Responding to emergencies**

Considering emergencies situations and possible security threats, we have considered how best to ensure the safety of children, parents and staff in the event of a local threat which may result in our setting being placed into internal 'lockdown'.

Most of your usual procedures for handling an emergency will involve evacuation of the premises to a place of safety and will be focused on an event happening in our building.

However, in some situations, it is likely we will have been advised to **stay put (lockdown)** rather than evacuate the premises.

In the event of an incident, 'lockdown' of a building is an emergency procedure that will secure and protect occupants from an immediate threat.

By controlling movement in an area, the emergency services can contain and handle the situation more effectively.

#### **How we will prepare:**

We will have risk assessed the likelihood of an incident happening in our area

We will have carried out staff training for lockdown

We will contact you by phone, text, email or via Tapestry to tell you that we have lockdown in place

We will follow any guidance and procedures given to us by the emergency services, the local authority or the National Counter Terrorism Security Office

We will continue to update you about the situation, as we have more information and if we are able to do so

#### **Parent advice:**

In the event of an incident, it is inevitable parents will want to come to the setting and collect their children immediately. This will not be appropriate.

We will wait for the emergency services to give the all clear for collection and advise us of what happens next. At this point you will be contacted to ask you to collect.

It will be vital to keep phone lines clear, and we will not be able to receive calls from you at any time.

#### **Our wording for the text will likely read:**

*Due to an incident, we have been advised by the emergency services to secure the premises and stay put (in Lockdown) 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 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.*

#### **Upon alert to lockdown, we will:**

Stay calm

Ensure staff and children stay in their designated areas

Stay in our rooms, secure all doors and windows and await further instructions

Close the curtains and blinds where possible and safe to do so

Stay away from windows and doors

Stay low and keep calm, we will rehearse this with children in an age-appropriate way, in the same way that we would rehearse fire evacuation. Lockdown will be practised and recorded twice a year.

Tune into a local TV or radio station for more information

We will not make non-essential calls on mobile phones or landlines

If the fire alarm is activated, we will remain where we are and await further instructions from emergency services unless there is a fire. In which case, we will move to the next room/area, following our usual fire procedures

We will not open the door once it has been secured until we are officially advised 'all clear' or we are certain it is emergency services at the door

### **Following the lockdown**

We will co-operate with the emergency services to help in an orderly evacuation

We will ensure we have the daily register and children's contact details with us

We will contact parents as soon as possible

### **Lockdown due to pandemic**

We will close our premises if we are directed to by the emergency services, local authority or Public Health England

We will communicate our procedure to all parents and staff, and any shared parties such as schools or other childcare settings on site

We will keep all parties informed of our likely reopening and all developments and as directed

All other policies relating to YMCA Brunel Group are available for you to read at the childcare setting or on our web site.

**Signed on behalf of YMCA Brunel Group**  
(original signed copy held at registered office)



Mike Fairbeard

**Role of Signatory**

Chief Executive

**Date of Review of Policy**

January 2027

**Approved by trustees**

31<sup>st</sup> January 2026