



Emergency Closure & Lockdown Policy

Bijou Day Nursery & Crèche, Cowbridge

Policy owner: Nursery Manager / Rheolwr y Feithrinfa

Version: 2.0

Last reviewed: June 2026 / Mehefin 2026

Next review: June 2027 / Mehefin 2027

Approved by: Samantha Rennison, Responsible Individual / Unigolyn Cyfrifol

1. Policy Statement

Bijou Day Nursery & Crèche has robust procedures in place to keep children and staff safe in the event of an emergency requiring the nursery to close at short notice or to enter lockdown. This policy covers planned and unplanned closures and lockdown situations.

This policy complies with the National Minimum Standards for Regulated Childcare (Wales) 2016; Civil Contingencies Act 2004; Counter-Terrorism and Security Act 2015; Health and Safety at Work Act 1974; Wales Safeguarding Procedures 2019; and CIW guidance.

2. Types of Emergency

2.1 Emergency Closure

Situations that may require emergency closure include:

- Severe weather (flooding, heavy snow, ice, storms)
- Utility failure (loss of heating, water, electricity for an extended period)
- Fire or structural damage to the building
- Serious infectious disease outbreak
- Insufficient staffing levels to maintain safe ratios
- Direction from CIW, the Local Authority, or Public Health Wales

2.2 Lockdown

Situations that may require a lockdown include:

- An intruder on or near the premises
- A threat of a violent incident or attack in the vicinity
- A chemical, biological or radiological release nearby
- A police or emergency services instruction to shelter in place
- A dangerous animal on the premises

3. Emergency Closure Procedure

1. The Nursery Manager (or Deputy) assesses the situation and decides whether closure is necessary
2. The Responsible Individual (Samantha Rennison) is informed immediately
3. Parents are contacted by telephone and/or text/email to collect their children or informed not to attend
4. Children are cared for safely until all have been collected
5. CIW is notified of the closure and the reason
6. Staff implement the Business Continuity Plan to manage the period of closure
7. Parents are kept updated on expected reopening

4. Lockdown Procedure

Lockdown Signal

The lockdown signal is: **[three short whistle blasts or verbal instruction "LOCKDOWN"]**

Immediate Actions:

1. All children and staff move immediately to the designated safe room(s)
2. All external doors and windows are locked; internal doors are closed
3. Blinds/curtains are closed where possible
4. All children are accounted for using the register; a headcount is taken
5. Children are kept calm, reassured and away from windows and doors
6. Mobile phones are set to silent; one designated staff member contacts 999
7. Staff await further instructions from the emergency services
8. No one is allowed to enter or leave the building until the "all clear" is given

After Lockdown:

- Parents are contacted once the all-clear is given
- An incident report is completed
- CIW is notified
- Staff and children are supported and debriefed
- A review is conducted to identify improvements

5. Practice Drills

Lockdown drills are practised at least twice annually, in addition to regular fire drills. They are conducted sensitively so as not to frighten children (using age-appropriate language such as "hiding game").

6. Communication

In any emergency, communication with parents is a priority. We use telephone, text message, email and our website/social media channels to keep families informed.

Bijou Day Nursery & Crèche

Responsible Individual: Samantha Rennison

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