

LOCKDOWN POLICY

Our Service is committed to the ongoing safety and wellbeing of children, staff, families and visitors. To achieve this, we will implement a clear plan to manage all emergency situations, including a plan for emergencies that may require our Service to go into lockdown.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
85	Incident, injury, trauma and illness policies and procedures
97	Emergency and evacuation procedure

RELATED POLICIES

Emergency Evacuation Policy
 Acceptance and Refusal Authorisation Policy
 Supervision Policy
 Health and Safety
 Retention of Records Policy

PURPOSE

We aim to minimise the risk of harm, ensuring the safety of children, Educators, families and visitors of the Service in the event of a threatening situation.

SCOPE

This policy applies to children, families, staff, management and visitors of the Service.

IMPLEMENTATION

Our Service has set procedures to follow in the event of any emergency requiring evacuation or lockdown. These procedures comply with regulatory requirements and are consistent with recommendations by recognised authorities. They are designed to ensure an efficient, safe, and calm procedure for all children, staff, families, and visitors.

Whilst many emergency situations will require staff and children to evacuate from the Service, there are potential situations that will require the Service to go into 'lockdown'.

Within our service there are three types of lockdown that may be required:

- **'External threat'** - indicating that there is a potential threat outside that you wish to prevent from entering the building. For example:
 - Unidentified dangerous animal or insects.
- **'Shelter-in-place'** - generally will be required when there is a real or perceived threat to health or safety. For example:
 - Severe storms
 - Extreme smoke from a local or distant bushfire
 - Chemical or hazardous substance spill
 - Gas leak / atmospheric hazardous substance
 - Flood
- **'Full lockdown'** - for situations that involve serious threats such as:
 - Potentially dangerous unwanted or uninvited intruder
 - Potentially dangerous person due to intoxication or substance abuse
 - Receiving an emergency services warning about a reported incident or civil disturbance

Lockdown means that all windows and external doors are locked, and where possible internal doors are locked and blinds closed.

For a 'shelter-in-place' or 'external threat' lockdown, children are able to participate in the usual experiences and activities. However, for a 'full lockdown' children and adults must be moved to an area that does not allow them to be viewed.

Where possible, access should be maintained to a bathroom and enough space should be available for children to be comfortably involved in quiet activities. It is therefore vital that appropriate spaces have been identified and displayed on an **Emergency Lockdown Procedure**. This information can be displayed on the back of the Evacuation Plan, which can then be quickly taken from the wall when required. This

act will ensure that in a situation involving unwanted visitors, *or* previous visitors that have now returned with malicious intent, that the plan is not visible or available.

NOMINATED SUPERVISOR WILL:

- Nominate the person/people with authority to manage the lockdown.
- Determine communication channels.
- Determine how the different type of lockdown alert signal will be given.
- Design a movement and wellbeing plan to follow if not in the area.
- Develop an effective strategy for checking the roll and communicating with children, educators, families, and visitors of the Service.
- Document roles and responsibilities of staff and Educators.
- Plan to maintain children's safety.
- Ensure all children, staff, families, and visitors of the Service remain inside.
- National Regulations state that lockdown drills are to be practiced every 3 months: However, to ensure best practice our Service will conduct lockdown drills twice in Term 1, five times in Term 2, twice in Term 3 and twice in Term 4 so that all children and staff experience an evacuation on a regular basis.
- Ensure lockdown drills are reviewed and reflected upon each time they occur and are adequately documented.

EDUCATORS WILL:

- Immediately lock doors and windows.
- Close all blinds.
- Ensure all children are accounted for.
- Ensure all children remain inside the centre (or are accompanied by an educator if going to the bathroom).
- Ensure children remain in a confined area, (or out of sight for a 'full lockdown' – see below) during the lockdown period.
- Ensure children remain calm: Except for in a 'full lockdown' arrange activities to engage them.
- Remain in lockdown until the all-clear signal is given.
- Practice the lockdown drill twice in Term 1, five times in Term 2, twice in Term 3 and twice in Term 4.
- Review and reflect on each lockdown drill to ensure strategies are effective.
- Adequately document each lockdown drill.

ADDITIONALLY, DURING A SHELTER-IN-PLACE LOCKDOWN, THE EDUCATORS WILL:

- Use any available towels to block gaps around doors or window to minimise the entry of smoke/hazardous chemicals.

ADDITIONALLY, DURING A FULL LOCKDOWN, THE EDUCATORS WILL:

- Turn off all lights.
- Clear any room/hallway that cannot be secured.
- Silence televisions and radios/CD players.
- Silence mobile devices such as phones.
- Ensure all children remain low away from doors and windows.
- Encourage all children to remain quiet: Have books ready for children to look at to assist with engaging them during the lockdown.
- Ensure all children and persons in the room remain out of sight of external windows.

SOURCE:

- ADT. (2019). Best practices for campus and school lockdown procedures: <https://www.adt.com/resources/school-lockdown-procedures>
- Children's Services Central. (2012). *Managing emergency situations in education and care services*. PSC National Alliance: <http://www.cscentral.org.au/Resources/managing-emergency-situations.pdf>
- Education and Care National Regulations. (2011).
- Guide to the National Quality Standard. (2017).
- Kearns, K. (2017). *The Business of Childcare* (4th Ed.).
- Revised National Quality Standard. (2018).

REVIEW

POLICY REVIEWED	NOVEMBER 2019	NEXT REVIEW DATE	OCTOBER 2020
MODIFICATIONS	New policy drafted.		