



2.12 Lockdown Policy

POLICY STATEMENT

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.

AIM

We aim to minimise the risk of harm, ensuring the safety of children, educator's families and visitors of the service in the event of a threatening situation. This policy applies to children, families, staff, management and visitors of the Service.

STANDARDS AND PROCEDURES

We have set procedures to follow in the event of any emergency requiring evacuation and lock down. These procedures comply with regulatory requirements and are consistent with recommendations by recognised authorities. They are designed to ensure the precipitate, safe and calm evacuation of 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 facility to go into 'lockdown'. The following are examples of situations that may require lockdown:

- Severe storms
- Extreme smoke from distant bushfire
- Chemical or hazardous substance spill
- Gas leak / atmospheric hazardous substance
- Dangerous animal or insects
- Potentially dangerous intruder/unwanted or uninvited visitor
- Potentially violent/dangerous person due to intoxication or substance abuse
- Unidentified external disturbance

Lockdown means that all windows and external doors are locked, and where possible internal doors and blinds are locked, with children and adults being moved to a room/position 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, the plan is not visible or available.

Lock Down Steps:

- The code for a lockdown of a potentially dangerous intruder/unwanted or uninvited visitor is **"Can you bring me a red nappy."** If you hear this sentence commence the lockdown procedure. Ensure all rooms are aware and have commenced the lockdown procedure;
- All educators are to quickly and quietly move all children to the sleep rooms;
- Once in the sleep room, press the duress button, holding both parts down for 5 seconds;
- Lead educators are to take their iPads, lock internal doors and take the room keys into the lock down room;
- Ensure all blinds are down and keep children calm and quiet;
- Conduct roll call and ensure all educators are present too;

Management/Nominated Supervisor will;

- Nominate the person/people with authority to manage the lockdown
- Determine communication channels
- Determine how the lockdown alert signal will be given – a code message or song
- Design a movement and wellbeing plan to follow if not in the classroom
- Develop an effective strategy for conducting 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.
- If possible, Educators should make every effort to lock doors and windows.
- Ensure children remain in a confined area, or out of sight during the lockdown period.
- Practice emergency drills every day for 1 week during each term/once a month
- Review and reflect on each emergency drill to ensure strategies are effective

After the Emergency is Over

- In the event that the building is unsafe to return to, the Responsible Person will notify parents or emergency contacts to collect each child;
- De-brief all parties involved in the emergency and discuss improvement of process;
- Consider counselling services for anyone affected by the emergency.

Families will;

- Familiarise themselves with the service's emergency evacuation and lock down policy and procedures;
- Ensure families sign their children in and out of the service during delivery and collection of their child;
- Provide emergency contact details on their child's enrolment form and ensure that this is kept up to date;
- Follow the directions of staff in the event of an emergency or when rehearsing emergency procedures.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS

Children (Education and Care Services) National Law NSW

- 97 - Emergency and evacuation procedures
- 98 - Telephone or other communication equipment
- 162 - Education and care service must have policies and procedures

SOURCE LIST

This section contains websites, industry bodies, or Legislation that have been used to assist in sourcing the information for this policy. It also acts as a guide to sourcing further reading on each relevant policy.

- [Australian Children's Education & Care Quality Authority](#)
- [Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011](#)
- [Revised National Quality Standard](#)

RELATED POLICIES

- 2.04 Incident, Illness, Accident and Trauma Policy
- 2.11 Emergency Evacuation Policy
- 2.15 Supervision Policy
- 2.19 Work Health Safety Policy
- 6.02 Family Communication Policy
- 6.06 Arrival and Departure Policy
- 7.07 Record Keeping and Retention of Records Policy

POLICY REVIEW

The review schedule has been developed using a risk assessment methodology with consideration given to sector, industry, and legislative changes.

| Date reviewed | Policy changed | | Modifications | Next Review Date |
|---------------|----------------|----|--|------------------|
| May 2018 | Yes | No | <ul style="list-style-type: none"> • Updated the references to comply with the revised National Quality Standard • Several terminology adjustments to improve operational delivery | March 2019 |