

# 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	
97	Emergency and evacuation procedures
98	Telephone or other communication equipment
168	Education and Care Services must have policies and procedures

## RELATED POLICIES

Emergency Evacuation Policy Acceptance & Refusal Authorisation Policy Arrival & Departure Policy Incident, Illness, Accident & Trauma Policy	Family Communication Policy Supervision Policy Health & Safety Record keeping & Retention Policy
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## PURPOSE

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.

## SCOPE

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

## IMPLEMENTATION

We have 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 early childhood services 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' which 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.

During a lockdown situation, all internal & external doors and windows should be locked, where possible, and blinds closed. For a 'shelter-in-place' or 'external threat' lockdown children are able to participate in the usual experiences and activities. For a 'full lockdown' children and adults must be moved to a room/position that does not allow them to be viewed. Access should ideally be maintained to a bathroom but this may not always be possible and enough space should be available for children to be comfortably involved in quiet activities.

Appropriate spaces for a full lockdown have been identified within our service and are instructed in our Lockdown Procedure. The Lockdown Procedure is available on the reverse side of our Emergency Evacuation Plan, located at each service exit and can be quickly taken from the wall as 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.

Management or 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 classroom.
- 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.
- Ensure lockdown drills are practiced every day for one week during each term.
- Ensure lockdown drills are reviewed and reflected upon each time they occur and are adequately documented.

Educators will:

- Immediately lock all doors and windows, where possible.
- Close all blinds/curtains.
- Ensure all children are accounted for.
- Ensure all children remain inside the classroom (or are accompanied by an educator/staff member 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: Arrange activities to engage them.
- Remain in lockdown until the all-clear signal is given.
- Practice the lockdown drill every day for one week each term.
- Review and reflect on each lockdown drill to ensure strategies are effective.
- Adequately document each lockdown drill.

Additionally, during a shelter-in-place lockdown, educators will:

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

Additionally, during a full lockdown, 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 and glass doors, and internal viewing windows.

**Important: The notification of a serious incident to a regulatory authority (within 24 hours) is needed where emergency services attend an Education and Care Service in response to an emergency, rather than as a precaution or for any other reason.**

## Sources

ADT (2019) Best practices for campus and school lockdown procedures:  
<https://www.adt.com/resources/school-lockdown-procedures>

Education and Care National Regulations (2011)

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>

Guide to the National Quality Standard (2017)

Kearns, K (2017) *The Business of Childcare* (4<sup>th</sup> Ed)

Revised National Quality Standard (2018)

REVIEW

POLICY REVIEWED	January 2019	NEXT REVIEW DATE	January 2020
MODIFICATIONS	<ul style="list-style-type: none"> <li>• Additional information added to points</li> <li>• New content added</li> <li>• Sources/references corrected, updated, and alphabetised</li> <li>• Sources/references alphabetised</li> </ul>		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE	
January 2018	<ul style="list-style-type: none"> <li>• Minor adjustment in Education and Care Services National Regulations section</li> <li>• Added related policy section</li> <li>• Several terminology adjustments to improve operational delivery</li> </ul>	January 2019	
October 2017	<ul style="list-style-type: none"> <li>• Updated the references to comply with the revised National Quality Standard</li> </ul>	January 2018	
January 2017	<ul style="list-style-type: none"> <li>• No changes required</li> </ul>	January 2018	

# LOCKDOWN PROCEDURE

To raise the alarm for a lockdown, the educator or staff member who witnesses the event must, where possible, notify the Responsible Person at the time.

Sounding the whistle once only, for the continuous duration of 5 seconds, will notify of a lockdown, followed by the announcement "This is a LOCK DOWN". Then, if necessary, they should further announce if it is a "SHELTER-IN-PLACE" or "FULL LOCK DOWN"

000 must be called immediately if the event requires police, ambulance or fire service to respond.

- If children, families, educators, staff, students, volunteers or visitors are outside, they should go inside as quickly as possible.
- All internal & external doors and windows should be locked, where possible, and blinds closed. For a full lock down, lights should be turned off.
- For a full lockdown, children, families, educators, staff, students, volunteers and visitors to the service should move to the identified room/position that does not allow them to be viewed.
- Educators may use store rooms or bathrooms where appropriate.
- Educators should check sign-in/out records ensuring all children are present. Any absences must be reported to the Responsible Person as soon as it is safe.
- Educators not involved in the lockdown, or without children to supervise, should exit to liaise with Emergency Services if it is safe to do so.

**All children, families, educators, staff, students, volunteers and visitors must remain in lock down until an "All Clear" signal is given and they hear "The Lock Down has now ended".**

## **Bush Fire at Risk Register (BARR)**

Schools, kindergartens and child care facilities at the highest risk of fire danger are placed on the Department's Bushfire at Risk Register (BARR). Inclusion on this register is a trigger for the school, kindergarten or child care facility to pre-emptively close on days declared Code Red in their Bureau of Meteorology district.

**No Trikki Kidz Services are listed on the BARR.**

## **Bush Fire "Shelter in Place" Procedure**

On notification of a bush fire by the authorised authority, the Responsible Person will advise Educators and staff to move children indoors to engage in quiet activities until further advice on the danger received. Although unlikely, should a bushfire be likely to impact on the Service, the lockdown procedure should be followed. The fire service will advise when the immediate danger has passed, however, children, families, Educators, staff, students, volunteers and visitors should remain indoors to avoid exposure to smoke and radiant heat. Collection of children from the Service will be arranged as soon possible.

The Approved Provider and Nominated Supervisor will regularly re-assess and review any threats to the Service and amend the lockdown procedures accordingly.

**Risk Assessment**

During preparation of Lockdown Procedures, a Risk Assessment was carried out to identify potential natural and manmade hazards that may impact on the Service.

The process used was not intended to exclude consideration of any form of other emergency and to this end a flexible “all hazards approach” was adopted in planning for the potential emergencies that may impact on the Service.

A Risk Assessment Matrix was used. Potential risks have been identified and each given a Risk Rating, determined by assessing the “Likelihood” and “Consequence” of an event against the Service.

<b>RISK</b>	<b>LIKELIHOOD</b>	<b>CONSEQUENCE</b>	<b>ACTION</b>
Bushfire	Unlikely	Major	Extreme
Fire/Smoke	Possible	Major	Extreme
Flood	Possible	Major	Extreme
Severe Weather/Storm	Possible	Minor	Low
Bomb Threat	Unlikely	Major	Extreme
Burglary/Aggressive Trespasser	Possible	Major	High
Hostage situation/Siege	Possible	Major	Extreme
Potentially Violent/Dangerous Person due to Intoxication/Substance Abuse	Possible	Major	High
Gas Leak	Possible	Major	Extreme
Chemical Spill/Hazardous Substance	Unlikely	Minor	Low
Earthquake	Unlikely	Major	Extreme
Medical Emergency	Possible	Minor	Medium
Electrical Failure/Blackout	Possible	Minor	Low
Dangerous Animal	Possible	Major	High
Insect Infestation	Possible	Minor	Low

**Legend:**

<b>Level of Risk</b>	<b>Recommended Action</b>
Extreme	Immediate Action Required
High	Management Attention Needed
Medium	Management responsibility must be specified
Low	Managed by routine procedures