

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 and ensure our educators and staff are well equipped with the knowledge and expertise to respond effectively when required. Children and staff will regularly rehearse our emergency procedures, including lockdown to ensure their safety and wellbeing.

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.

QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.
7.1.3	Roles and responsibilities	Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service.

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
170	Policies and procedures are to be followed

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

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'.

At Highland Grove, we are aware that there are various potential reasons for a lockdown to be enacted and we choose to participate in a **full lockdown** in preparation for a serious threat.

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

For a 'Full lockdown' children and adults must be 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**.

MANAGEMENT OR NOMINATED SUPERVISOR WILL:

- develop, and review annually, a risk assessment to identify potential emergencies that may require the service to go into lockdown
- engage relevant stakeholders/authorities to improve risk mitigation strategies for lockdown situations as part of our Emergency Management Plan (police, fire, parents/families)
- ensure capacity to lock external doors
- ensure new staff, volunteers and students are provided with information and training about lockdown procedures upon induction
- ensure emergency evacuation plans and procedures are displayed in prominent positions near each exit and in the indoor and outdoor learning environments.
- nominate the person/people with authority to manage the lockdown
- Communication channels are present between the two separate spaces. (Main and new building).
- contact emergency services as soon as practical- provide essential information to police depending on the type of lockdown- (eg: description of the intruder, threat, weapons)
- there is an effective strategy for checking the attendance roll (headcounts) 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 and wellbeing
- ensure all children, staff, families, and visitors of the Service remain inside
- ensure lockdown drills are practiced *every three months* at different times to ensure all staff and children have the opportunity to participate
- document emergency lockdown rehearsals including the responsible person who is present at the time of the rehearsal
- ensure lockdown drills are reviewed and reflected upon each time they occur and are adequately documented including any improvements
- communicate with families about lockdown procedures and drills-signage on door when occurring and sign at end of that drill occurred.
- complete a serious incident notification to the regulatory authority within 24 hours when there has been an emergency that has posed a risk to the safety and wellbeing of the children

IN THE EVENT OF A LOCKDOWN, EDUCATORS WILL:

- direct children to shelter in place indoors, where doors can be locked
- ensure all children are accounted for (check daily sign on sheet)
- immediately lock doors and windows
- close all blinds/curtains
- Collect the lifesaving medication and place on high shelf next to lockdown gathering (Group Time) area.
- ensure all children remain inside the indoor learning space (or are accompanied by an educator/staff member if going to the bathroom)
- ensure children remain in a confined area and out of sight during the lockdown period
- ensure children remain calm
- remain in lockdown until the all-clear signal is given
- ensure all families are notified of the incident as soon as practicable after the lockdown has ended
- In the event of the presence of smoke/hazardous chemicals staff use any available linen to block gaps around doors or window to minimise the entry

DURING A FULL LOCKDOWN, MANAGEMENT, NOMINATED SUPERVISORS WILL:

- implement lockdown procedure
- alert staff using agreed signal for immediate lockdown
- contact emergency services (000) for assistance
- Oversee the moving of children to a secure designated lockdown location
- Press the DURESS button

- Oversee the locking of external doors, windows and the closing of blinds and turning off of lights
- clear any room/hallway that cannot be secured
- 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
- ensure all families are notified of the incident as soon as practicable after the lockdown has ended
- complete a serious incident notification to the regulatory authority within 24 hours when there has been an emergency that has posed a risk to the safety and wellbeing of the children
- provide opportunities for debriefing and counselling to families and children and staff.

RESOURCE

Emergency lockdown rehearsal record- Childcare Centre Desktop

SOURCE

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

Australian Government Department of Education, Skills and Employment (2020). Help in an emergency [Education and Care Services National Regulations](#). (2011).

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).

Guide to the National Quality Framework. (2018). (Amended 2020)

Kearns, K. (2017). *The Business of Childcare* (4th Ed.).

Queensland Government Natural disaster resources

<https://education.qld.gov.au/initiativesstrategies/Documents/children-natural-disaster-strategies.doc>

Revised National Quality Standard. (2018)

Victoria State Government Department of Education and Training (2018). *Responding to Intruder Threat Guidelines for Early Childhood Services and Schools*.

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