

LOCKDOWN POLICY

Rationale and Policy Considerations

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.

Legislation and Government Requirements

- Education and Care Services National Law Act 2010 (SA)
- Education and Care Services National Regulations
- Privacy Act (1988) Commonwealth

National Quality Framework

Education and Care Services National Regulations 97, 98, 168

National Quality Standard for Early Childhood Education Elements 2.2, 2.2.1, 2.2.2, 7.1.2

Policy Statement

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.

Strategies for Policy 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/in evacuation'. 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

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 a room/position that does not allow them to be viewed.

Where possible access should be maintained to an area with 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.

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 assessments for lockdown situations
- Ensure emergency evacuation plans 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
- Determine communication channels
- Determine how the different type of lockdown alert signal will be given
- Develop an effective strategy for checking the attendance roll and communicating with children, educators, families, and visitors of the Service
- Plan to maintain children's safety
- Ensure all children, staff, families, and visitors of the Service remain inside
- Ensure lockdown drills are practiced
- Ensure lockdown drills are reviewed and reflected upon each time they occur and are adequately documented
- Communicate with families about lockdown procedures and drills

IN THE EVENT OF A LOCKDOWN, EDUCATORS WILL:

- Immediately lock doors and windows
- Close all blinds/curtains
- Ensure all children are accounted for
- 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, (or out of sight for a 'full lockdown' – see below) during the lockdown period
- Ensure children to remain calm: Except for 'full lockdown' arrange activities to engage them.
- Remain in lockdown until the all-clear signal is given
- 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

ADDITIONALLY, 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
- 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
- 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.

Links to other Policies

Emergency Evacuation Policy
Acceptance and Refusal Authorisation Policy
Arrival and Departure Policy
Incident, Illness, Accident and Trauma Policy
Family Communication Policy
Supervision Policy
Health and Safety
Retention of Records Policy

Links to other Policies

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: <https://www.echr.edu.au/docs/default-source/resources/ipsp/managingn-emergency-situations-in-education-and-care-services.pdf?sfvrsn=8>
Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).
Guide to the National Quality Standard:(2020)
Kearns, K. (2017). *The Business of Childcare* (4th Ed.).
Revised National Quality Standard. (2018)

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