

LOCKDOWN PROCEDURE

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.

