

# 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.

## National Quality Standard (NQS)

Quality Area 2: Children's Health and Safety		
2.2	<b>Safety</b>	Each child is protected
2.2.1	<b>Supervision</b>	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	<b>Incident and emergency management</b>	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.

## Education and Care Services National Regulations

Children (Education and Care Services) National Law NSW	
<b>97</b>	Emergency and Evacuation procedures
<b>98</b>	Telephone or other communication equipment
<b>168</b>	Education and care service must have policies and procedures

## Related 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

## 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 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'. For example, 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.

### Management or 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

#### Source

- The Business of Childcare, Karen Kearns 2004
- Education and Care Services National Regulation 2015
- National Quality Standard
- Managing Emergency Situations in Education and Care Services
- Revised National Quality Standard 2018

#### Review

Policy Reviewed	Modifications	Next Review Date
January 2017	No changes required	January 2018
October 2017	Updated the references to comply with the revised National Quality Standard	January 2018
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