

LOCKDOWN POLICY

KCS is committed to the ongoing safety and wellbeing of children, educators, 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 are well equipped with the knowledge 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 hazards.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised 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

CHILDREN (EDUCATION AND CARE SERVICES) NATIONAL LAW NSW	
97	Emergency and evacuation procedures
98	Telephone and other communication equipment
168	Education and care service must have policies and procedures
170	Policies and procedures to be followed

RELATED POLICIES

Acceptance and Refusal Authorisation Policy Arrival and Departure Policy Child Safe Environment Policy Emergency Evacuation Policy	Health and Safety Policy Incident, Injury, Trauma and Illness Policy Retention of Records Policy Supervision Policy
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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, educators, 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

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 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, or previous visitors that have now returned with malicious intent, that the plan is not visible or available.

MANAGEMENT AND NOMINATED SUPERVISOR WILL:

- Develop, and review annually, a risk assessment to identify potential emergencies that may require the Service to go into lockdown;
- Ensure emergency evacuation plans are displayed in prominent positions near each exit of the areas where the Service usually uses for educating and caring for children (Lockdown information should be displayed on the back of this plan);
- Nominate the person/people with authority to manage the lockdown;
- 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;
- Document roles and responsibilities of educators;
- Maintain safety of children, educators, families and visitors who are at the Service during the lockdown;
- Ensure lockdown drills are practiced every three month and set for different times to ensure educators and children attending at different times have the opportunity to participate;
- Ensure lockdown drills are reviewed and reflected upon each time they occur and are adequately documented. 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 internal doors
- consider procedures for non-ambulant children and staff implications in the event of a lockdown (especially for a multi-story setting)
- 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 (Lockdown information should be displayed on the back of this plan)
- nominate the person/people with authority to manage the lockdown
- determine communication channels- ensure all educators and staff have access to an operating telephone or means of communication- consider use of communication apps for silent group communication among staff members (What's app, Messenger)
- determine how the different type of lockdown alert signal will be given
- contact emergency services as soon as practicable- provide essential information to police depending on the type of lockdown- (eg: description of the intruder, threat, weapons)
- design a movement and wellbeing plan to follow if not in an indoor learning environment
- develop an effective strategy for checking the attendance 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 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
- 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 or barricaded securely (as per plan)
- ensure all children are accounted for (check daily sign on sheet/app)
- Immediately lock doors and windows;
- Close all blinds/curtains;
- Check the attendance of children;
- Ensure all children remain inside the indoor learning space (or are accompanied by an educator if going to the bathroom);
- Ensure children remain in a designated area, (or out of sight for a 'full lockdown' – see below) during the lockdown period;
- ensure children 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 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, THE NOMINATED SUPERVISOR OR RESPONSIBLE PERSON WILL:

- Implement lockdown procedures;
- Alert staff using agreed signal for immediate lockdown. The agreed signal is crossing your arms in front of your chest or using the code word 'fairy floss';
- Contact emergency services (000) for assistance;
- Remove the evacuation plan from the walls of the Service;
- Move children to a secure lockdown location;
- Lock external doors, window and close blinds and turn off lights

- Turn off televisions and any audio systems;
- Silence mobile phones;
- Ensure all children remain low to the ground, away from doors and windows;
- Encourage all children to remain quiet. Have books ready for children to read to assist with engaging them during the lockdown;
- Ensure all children and persons in the room remain out of sight from the outside;
- 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 to families, children and educators.

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).

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.)

Queensland Government Natural disaster resources

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

Revised National Quality Standard (2018)

REVIEW:

POLICY REVIEWED	JANUARY 2021	NEXT REVIEW DATE	JANUARY 2022
MODIFICATIONS	<ul style="list-style-type: none"> • Additional points added to various sections as highlighted • Sources updated and additional references added • minor editing throughout 		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE	
JANUARY 2020	<ul style="list-style-type: none"> • Additional information added to points • New content added (highlighted) • Sources/references corrected and updated 	JANUARY 2021	

JANUARY 2019	<ul style="list-style-type: none"> • Additional information added to points New content added (highlighted). • Sources/references corrected, updated, and alphabetised. • Sources/references alphabetised. 	JANUARY 2020
JANUARY 2018	<ul style="list-style-type: none"> • Minor adjustment in Education and Care Services National Regulations section • Added related policy section • Several terminology adjustments to improve operational delivery 	JANUARY 2019
OCTOBER 2017	<ul style="list-style-type: none"> • Updated the references to comply with the revised National Quality Standard 	JANUARY 2018
JANUARY 2017	<ul style="list-style-type: none"> • No changes required 	JANUARY 2018

Version History

Version	Description of changes	Responsible Staff	Effective Date
1	Elaboration from Emergency and Evacuation Policy	Tury To	September 2020
2	Content update	Shelley Ross	February 2021