

STATEMENT

Under the *Education and Care Services National Regulations* the approved provider must ensure that policies and procedures are in place for emergency and evacuation situations (regulation 168) and take reasonable steps to ensure those policies and procedures are followed (regulation 170) (ACECQA 2021).

KCS is committed to the ongoing safety and wellbeing of children, staff, students, families and visitors. To achieve this, we will implement our Emergency Management Plan (EMP) which provides 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 different lockdown measures to ensure their safety and wellbeing.

PURPOSE

We aim to minimise the risk of harm, ensuring the safety of children, educators, families and visitors of the OSHC Service in the event of a threatening or emergency situation.

SCOPE

This policy applies to children, families, staff, management, approved provider, nominated supervisor, students, volunteers and visitors of the OSHC service.

IMPLEMENTATION

Our OSHC Service's Emergency Management Plan (EMP) outlines emergency management arrangements. Within the EMP 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 OSHC Service premises, there are potential situations that will require the Service to go into 'lockdown'.

DEFINITIONS

Within education and care services there are three types of lockdowns that may be required to be implemented in an emergency situation. During an emergency, it may be necessary to implement a combination of measures. Emergency and evacuation- Policy guidelines - ACECQA 2023

Lockdown: a security measure taken during an emergency to prevent people from leaving or entering a building or premises until the threat or risk has been resolved. This may be implemented when an external and immediate danger is identified and children and staff should be kept safely inside the building. For example:

- 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

Lockout: a security measure taken during an emergency to prevent people from entering a building or premises until the threat or risk has been resolved. This may be implemented when an internal or immediate danger is identified and it is determined that children and staff are to be excluded from the premises for their safety. The OSHC Service will evacuate children, staff, visitors and families to a pre-identified evacuation point as identified in the EMP. For example:

- Internal fire or flood damage to the building
- Severe storms
- Extreme smoke from a local or distant bushfire
- Gas leak

- Chemical or hazardous substance spill

Lock in- (Shelter in place): a security measure taken during an emergency to prevent people from leaving a building or premises until the threat or risk has been resolved. This may be implemented when an incident occurs outside the OSHC Service and emergency services determine the safest course of action is to keep children, educators and staff inside a designated building in the Service until it is safe to return to normal operation. For example:

- Unidentified dangerous animal or insects
- Natural disaster (severe storm)
- Aggressive visitor or person within the community.

THE APPROVED PROVIDER/MANAGEMENT/NOMINATED SUPERVISOR WILL:

- Ensure obligations under the *Education and Care National Law and Regulations* are met and understood by all educators and staff
- Ensure the nominated supervisor, management, staff, educators comply with this policy
- Ensure the OSHC Service's Emergency Management Plan (EMP) is reviewed and updated at least annually
- Develop, and review annually, a risk assessment to identify potential emergencies that may require the Service to go into lockdown, lock out or lock in emergency response;
- Review the risk assessment annually or after becoming aware of any circumstance that poses a risk to the safety and well-being of children attending the OSHC Service
- Ensure emergency evacuation floor plans and instructions/procedures 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) (Reg.97(4));
- Nominate the person/persons with authority to manage the lockdown response;
- 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 OSHC 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 including any improvements;
- Engage relevant stakeholders/authorities to improve risk mitigation strategies for lockdown situations as part of our EMP (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
- Contact emergency services as soon as practicable- provide essential information to police depending on the type of lockdown to be implemented (e.g.: description of the intruder, threat, weapons)
- Design a movement and wellbeing plan to follow if not in an indoor learning environment
- Plan to maintain children's safety and wellbeing
- Ensure all children, staff, families, and visitors of the OSHC Service remain inside
- Document emergency lockdown rehearsals including the responsible person who is present at the time of the rehearsal
- Communicate with families about lockdown procedures and drills
- Submit 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

- Refer to the *Emergency and Evacuation Policy* for steps to be followed when the Service needs to close in response to an emergency
- Ensure the regulatory authority is notified via the [National Quality Agenda IT System \(NQAITS\)](#) if the OSHC Service is required to close for a period of time as a result of a local emergency (evacuation due to cyclone, or to repair damage caused by a cyclone) (Reg.175 (2)(b))
- Ensure the Department of Education is notified if the service is temporarily closed via CCS Software or PEP

IN THE EVENT OF A LOCKDOWN, MANAGEMENT AND EDUCATORS WILL:

- Contact emergency services (000) for assistance
- Alert staff using agreed signal for immediate lockdown
- Move children to a secure designated lockdown location where doors can be locked or barricaded securely (as per EMP)
- Ensure all children, educators, staff and visitors are accounted for (check daily sign on sheet/app, staff sign in/out, visitor register, head count)
- **Remove the evacuation plans from the walls of the OSHC Service once all staff and children are in the lockdown position**
- Check the premises to ensure no one is left outside
- Gather transportable first aid/emergency kit/medical management plans/medication (including emergency contact list for children)
- Lock external doors, windows and close blinds and turn off lights. During a Lock Down staff will lock internal doors
- Turn mobile phones onto silent/vibrate
- Ensure children remain out of sight during the lockdown period
- Ensure children remain calm with quiet activities to engage them
- Ensure a telephone line is kept free
- Administer first aid if necessary
- Divert families and returning groups from the OSHC Service if required
- Continue to liaise with emergency services and other relevant agencies
- Remain in lockdown until the all-clear signal is given by emergency services
- Ensure all families are notified of the incident as soon as practicable after the lockdown has ended
- Ensure a record of all actions/decisions and times is maintained
- Complete a serious incident notification to the regulatory authority within 24 hours via the [NQA IT System](#) 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, children and staff.

DURING A LOCKOUT, MANAGEMENT AND EDUCATORS WILL:

- Contact emergency services (000) for assistance
- Decide which of the OSHC Service's pre-identified evacuation point/s is most appropriate to the emergency situation (as stated in the EMP)
- Assemble children, educators, staff and visitors at the evacuation point if children and staff have already arrived at OSHC Service
- If emergency situation occurs before usual operating hours of the OSHC Service, divert families from accessing the service due to the emergency if possible- (app; email)
- Follow the *Emergency Management Plan*, including *Emergency Evacuation Procedure*
- Ensure all children, educators, staff and visitors are accounted for (check daily sign on sheet/app, staff sign in/out, visitor register, head count)
- Check the premises to ensure no one is left inside
- Lock external doors to prevent entry to the OSHC Service
- Gather transportable first aid/emergency kit/medical management plans/medication (including emergency contact list for children)

- Continue to liaise with emergency services and other relevant agencies
- Confirm with emergency services when it is safe to return to the OSHC Service
- Alert families that the emergency lock out has been resolved and children are able to return to the Service or be reunited with families
- Ensure a record of all actions/decisions and times is maintained
- Complete a serious incident notification to the regulatory authority within 24 hours via the [NQA IT System](#) 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, children and staff.

DURING A LOCK IN-SHELTER IN PLACE MANAGEMENT AND EDUCATORS WILL:

- Contact emergency services (000) for assistance if required
- Move children, educators, staff and visitors to a pre-determined shelter-in place location (as indicated in EMP) as quickly as possible if safe to do so
- Ensure all children, educators, staff and visitors are accounted for (check daily sign on sheet/app, staff sign in/out, visitor register, head count)
- Gather transportable first aid/emergency kit/medical management plans/medication (including emergency contact list for children)
- Lock external doors, windows and close blinds or curtains where possible and turn off lights. If required, staff will lock internal doors
- Ensure a telephone line is kept free
- Keep children away from windows if the emergency involves an extreme weather event
- Use any available linen to block gaps around doors or window to minimise the entry of smoke/hazardous chemicals
- Continue to liaise with emergency services
- Ensure the delegated educator/responsible person contacts families or emergency contacts to notify them of the emergency situation. If advised by emergency services, they will arrange for the child/ren's collection from the OSHC Service
- Ensure children remain in a confined area, or out of sight for a 'full lockdown'
- Administer first aid if necessary
- Implement the OSHC Service's *Emergency Management Plan* including *Emergency Evacuation Procedure* If advised by emergency services
- Remain in 'lock in' until the all-clear signal is given by emergency services
- Ensure a record of all actions/decisions and times is maintained
- Complete a serious incident notification to the regulatory authority within 24 hours via the [NQA IT System](#) 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, children and staff

CONTINUOUS IMPROVEMENT/REFLECTION

Our *Lockdown Policy* will be reviewed on an annual basis in consultation with children, families, staff, educators and management.

COMPLIANCE

| NATIONAL QUALITY STANDARD (NQS) | | |
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| 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. |

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| 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 and NATIONAL LAW | |
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| Sec 174(2)(a) | Serious incident – Any emergency for which emergency services attended |
| Sec 174(2)(c) | Any incident that requires the approved provider to close, or reduce the number of children attending the service for a period |
| Sec 174(2)(c) | Any circumstance at the service that poses a risk to the health, safety or wellbeing of a child attending the service |
| 4 | Definitions “multi-storey building” and “storey” |
| 12(d) | Meaning of a serious incident- any emergency for which emergency services attended |
| 97 | Emergency and evacuation procedures |
| 98 | Telephone or other communication equipment |
| 99 | Children leaving the education and care service premises |
| 168 | Education and Care Services must have policies and procedures |
| 170 | Policies and procedures are to be followed |
| 171 | Policies and procedures to be kept available |
| 175 | Prescribed information to be notified to the Regulatory Authority |

SOURCES

- Australian Children's Education and Care Quality Authority. (2023). Policy and procedure guidelines- [Emergency and evacuation guidelines](#).
- Australian Children's Education & Care Quality Authority. (2023). [Guide to the National Quality Framework](#).
- Australian Government Department of Education (2020). Help in an emergency
- Education and Care Services National Law Act 2010. (Amended 2023).
- [Education and Care Services National Regulations](#). (Amended 2023).
- 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*.
- [Western Australian Education and Care Services National Regulations](#)

RELATED DOCUMENTS

- Acceptance and Refusal Authorisation Policy
- Child Safe Environment Policy
- Delivery of Children to, and collection from Education and Care Service Premises Policy
- Emergency and Evacuation Policy

- Health and Safety Policy
- Incident, Injury, Trauma and Illness Policy

RECORD OF REVISIONS

Unless the Policy specifically states otherwise, the Policy does not form part of your employment agreement with KCS. KCS may unilaterally vary, remove or replace this Policy at any time. To the extent that this Policy imposes any obligations on KCS and/or purports to provide any right or benefit to you, those obligations are not contractual and do not give rise to any contractual rights. The Employee is required to be familiar with the content of the Policy and comply with the terms at all times.

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| File Reference | CSP026 Lockdown Policy | | | | |
| Date Created | 15/05/2023 | Created By | Jordan Ross | Responsible | Children's Services Manager |

| Version Number | Modified or Reviewed by | Modifications Made/Notes | Date | STATUS (Internal, External, Archived) |
|----------------|-------------------------|--|----------------|---------------------------------------|
| V1 | TT | Elaboration from Emergency and Evacuation Policy | September 2020 | External |
| V2 | SR | Content update | February 2021 | External |
| V3 | JR | <ul style="list-style-type: none"> • Updated format • policy maintenance | 15/05/2023 | External |
| V4 | JT | <ul style="list-style-type: none"> • Major review of policy to incorporate 3 types of lockdown measures as per ACECQA key terms – lock down; lock out; lock in • Additional information added re: notification to regulatory authority if service needs to be closed in response to an emergency • Sources checked for currency and repaired where required | March 2025 | External |