



Kinburra Preschool

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, 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 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 hazard.
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	
97	Emergency and evacuation procedures



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98	Telephone or other communication equipment
168	Education and Care Services must have policies and procedures
170	Policies and procedures are to be followed

RELATED POLICIES

Acceptance and Refusal Authorisation Policy Arrival and Departure Policy Child Safe Environment Policy Emergency Evacuation Policy Family Communication 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, Educator’s families and visitors of the Service in the event of a threatening situation or event posing a severe risk to those present at the service.

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 / or lockdown 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:



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- 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 Plan and Procedure. This information is written 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:

- 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 capacity to lock internal doors
- Ensure new staff, volunteers and students are provided with information and training about lockdown procedures upon induction



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- 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
- Determine how the lockdown alert signal will be given – a code “ERNIE”
- 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
- Ensure children remain in a confined area, or out of sight during the lockdown period
- Ensure lockdown drills are practiced *every term* 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

NOTE: Educator’s / staff should try to remain as calm as possible to ensure the children are not frightened and can participate in quiet activities if needed.

IN THE EVENT OF A LOCKDOWN, EDUCATORS WILL:



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- 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)
- Immediately lock doors and windows
- Close all blinds/curtains
- 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 remain calm: except for '*full lockdown*', arrange activities to engage them
- Remain in lockdown until the all-clear signal is given
- Ensure all families are notified of the incident as soon as practicable after the lockdown has ended

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**, MANAGEMENT, NOMINATED SUPERVISORS WILL:

- Implement lockdown procedure
- Alert staff using agreed signal for immediate lockdown
- Contact emergency services (000) for assistance
- Remove the evacuation plan from the walls of the Service
- Move infants and children to a secure designated lockdown location
- Lock external doors, window and close blinds and turn off 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



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- 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
- 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 and counselling to families and children and staff.

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).

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).

Guide to the National Quality Framework. (2018). (Amended 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)

Victoria State Government Department of Education and Training (2018). *Responding to Intruder Threat Guidelines for Early Childhood Services and Schools*.

REVIEW

POLICY REVIEWED	JANUARY 2021	NEXT REVIEW DATE	JANUARY 2022
MODIFICATIONS	<ul style="list-style-type: none"> • Section added regarding educators • Sources updated and additional references added • Minor editing throughout 		
POLICY REVIEWED	PREVIOUS MODIFICATIONS		NEXT REVIEW DATE



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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