

LOCKDOWN POLICY

RELATED POLICIES, LEGISLATION, LINKS

RELATED QUALITY AREA	QA2: HEALTH AND SAFETY
RELATED POLICIES	EMERGENCY MANAGEMENT AND EVACUATION POLICY INCIDENT, INJURY, TRAUMA AND ILLNESS POLICY

PURPOSE

Nightcliff Family Centre (the Centre) is committed to the ongoing safety and wellbeing of children, staff, families and visitors. To achieve this we implement clear plans to manage all emergency situations, including a plan for emergencies that may require the Centre to go into lockdown.

We aim to minimise the risk of harm ensuring the safety of children, Educator's, families, and visitors of the Centre in the event of a threatening situation.

SCOPE

This policy applies to children, families, staff, management, and visitors of the Centre.

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 Centre, 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 indoors. However, for a '**full lockdown**' children and adults must be moved to a room/position that does not allow them to be viewed from outside the Centre.

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 is displayed on the back of the Evacuation Plan, which can then be quickly taken from the wall when required. This ensures that in a situation involving unwanted visitors that 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 different type of lockdown alert signal will be given.
- Design a movement and wellbeing plan to follow if not in the classroom.
- Develop an effective strategy for checking 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 lockdown drills are reviewed and reflected upon each time they occur and are adequately documented.

Alarm Procedure

2 SHORT WHISTLES will announce that the centre is in lockdown. The Director/ Chief Warden of the Centre is to manage the lockdown. All staff and children are to remain and/or proceed indoors and gather in the **Jumping Roo (Middle room)** with attendance records and follow the Lockdown Procedure:

1. Lock all doors and windows
2. Keep all children inside away from windows and doors
3. Director to get phone and any essential medications (e.g. Asthma meds)
4. Keep the front door locked and **DO NOT OPEN**
5. Telephone **000 POLICE** or other Emergency Services, if required (no other phone calls are to be made)
6. Advise parents of the lock down through Story Park and email
7. Follow all directions from Centre Director/ Chief Warden Staff members.

Centre Director/ Chief Warden will direct the release of children in person or by phone an **ALL-CLEAR** announcement will end the lockdown.

Parents will be informed that a drill has been completed via a sign on the Notice board at the front of the centre, Story Park and email.

The Lockdown Checklist is to be completed by each room and office, after an ALL CLEAR announcement.

Educators will:

- Immediately lock doors and windows.
- Close all blinds/curtains.
- Ensure all children are accounted for.
- Ensure all children remain inside the classroom (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.
- Practice the lockdown drill every two months.
- Review and reflect on each lockdown drill to ensure strategies are effective.
- Adequately document each lockdown drill.

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.

During a **full lockdown** educators will:

- Turn off all lights
- Clear any room/hallway that cannot be secured
- Silence televisions and radios/audio 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.

Source

- ADT. (2019). Best practices for campus and school lockdown procedures: <https://www.adt.com/resources/school-lockdown-procedures>
- Education and Care National Regulations. (2011).
- Children's Services Central. (2012). *Managing emergency situations in education and care services*. PSC National Alliance: <http://www.cscentral.org.au/Resources/managing-emergency-situations.pdf>
- Guide to the National Quality Standard. (2017).
- Kearns, K. (2017). *The Business of Childcare* (4th Ed.).
- Revised National Quality Standard. (2018).

POLICY REVIEWED BY	Sally Kelly	Committee Member	July 2025
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MODIFICATIONS	<ul style="list-style-type: none">• Minor text improvements, flow, relevance to current sources		