

The Kinder Garden



Lock Down Policy

Aim

The Lock Down Policy aims to provide a safe and secure environment for our staff, children, families and visitors to the centre in the event of a threat, dangerous situation or natural disaster within the community. Further, the service aims to minimise the risk of harm or the exposure to danger, for anyone on the premises through the implementation of this procedure.

Legislative Requirements

Education and Care Services National Law Act 2010
Education and Care Services National Regulations 2011
Work Health and Safety Act 2011
Work Health and Safety Regulations 2011

Who is affected by this policy?

Children
Families
Staff
Management
Visitors

Implementation

Critical incidents could be any of the following:

- Death of a child at the service.
- Children/staff member being taken hostage.
- Armed hold up/intruder.
- A seizure of centre property (liquidation, court orders, eviction).
- A disaster in the **local community** e.g. (earthquake, flood, toxic chemical spills/fumes, bad weather, cyclone, thunderstorm)
- Fire other than inside the building (see Bush Fire Policy).
- Live stock on the loose.
- Unusual amounts of media attention.
- Aggressive trespassers.
- Aggressive non custodial parents.

NOTE:

If the toxic/chemical spills or fumes are coming from inside the building, then you must follow the Emergency Evacuation Procedure.

If the fire is coming from within the building, then you must follow the Emergency Evacuation Procedure.

Initial Notification

If an event takes place that requires a "Lock Down", the following should occur:

- Any staff member who witnesses the event must try to raise an alarm.
- **Telephone Emergency Services 000 immediately.**
- No other phone calls to be made (lines to stay free for emergency advice).
- The Approved Provider/Nominated Supervisor or Responsible Person in charge will determine the need for a "Lock Down" and raise the appropriate alarm.

GENERAL LOCKDOWN PROCEDURE

Alarm Procedure

- The Approved Provider/Nominated Supervisor or Responsible Person in charge will sound the bell/whistle or make a public speaker announcement as follows:

- **“This is a LOCK DOWN”**
- **“This is not a fire drill”**
- **“Everyone is to stay in the room, remain low/seated and to keep calm and quiet.”**

Movement of Children and Staff

- Staff and children will remain in their rooms.
- If possible, staff will make efforts to seal and lock play room doors and windows.
- Children should remain low and out of sight during the lockdown period.
- If children are outside, staff should endeavour to move them inside as quickly as possible.

Staff Responsibilities

- Approved Provider/Nominated Supervisor or Responsible Person in charge should contact Police and follow their instructions.
- Staff who are not directly involved in the lock down or without children to supervise are to liaise with emergency services-only if it is safe to do so.
- Staff must check the sign-in registers and ensure all signed-in children are present. Any absences must be reported to the Approved Provider/Nominated Supervisor or Responsible Person as soon as it is safe.
- Staff to ensure they have all sign-in registers, emergency contact lists, any emergency medication (Epipens/Asthma).
- Staff are to close and lock all doors and windows, turn the lights off and ensure children are kept below the window level.
- All staff, children and anyone else present will remain in the locked room/s until an “All Clear” announcement is made by the Director/Nominated Supervisor or person in charge.

All Clear Signal

The All Clear Signal is as follows:

- The Approved Provider/Nominated Supervisor or Responsible Person will sound the Centre's whistle for 5 seconds.
- The Approved Provider/Nominated Supervisor or Responsible Person will then: say “The Lock Down has now ended, everyone follow me and the staff in an orderly manner.”
- Lockdown Checklists are to be completed by each room and office, after “All Clear”.

The Approved Provider/Nominated Supervisor will ensure that this policy is maintained and implemented at all times.

Sources

Education and Care Services National Law Act 2010

Education and Care Services National Regulations 2011

Work Health and Safety Act 2011

Work Health and Safety Regulations 2011

The policy will be reviewed annually. Review will be conducted by management, employees, parents and any interested parties.

Reviewed: February 2018

Date for next review: February 2019

Lockdown Procedure – Engadine Service

SEEDLING ROOM

1. Person discovering emergency situation raises the alarm

3 whistle blows, exclaim "this is a lockdown" "this is not a fire drill"

"everyone is to move to the cot room, remain low and keep calm and quite"

Move around the centre to notify all rooms/areas

2. Nominated Supervisor (or Responsible Person)

a) collect emergency pack (light grey backpack)

b) collect emergency mobile

c) collect sign in/out rolls for educators (located in office)

d) collect sign in/out rolls for children (located in foyer)

e) call emergency services 000

stating: name

The Kinder Garden Engadine

36 Waratah Road Engadine

corner of Boronia Avenue

f) conduct final check

lock/close all doors as you move through the centre

close blinds and lock front door

3. Room Educators

a) educator one to gather walking children

educator two to close/lock windows and doors in the room

educator on kitchen duty to come to support educators

b) each educator to carry a child who is unable to walk independently

encourage walking children to hold educators hands and hands of friends

c) enter the cot room and place up to 4 children in each cot

comfort children and remain calm

4. Mark the Rolls

collect the class roll from the Nominated Supervisor/Responsible Person

remain in the cot room until advised by emergency services or Nominated

Supervisor/Responsible Person

Emergency and Evacuation Procedure – Engadine Service

SPROUT ROOM

1. Person discovering emergency situation raises the alarm

3 whistle blows, exclaim “this is a lockdown” “this is not a fire drill”

“everyone is to move to the cot room, remain low and keep calm and quite”

Move around the centre to notify all rooms/areas

2. Nominated Supervisor (or Responsible Person)

a) collect emergency pack (light grey backpack)

b) collect emergency mobile

c) collect sign in/out rolls for educators (located in office)

d) collect sign in/out rolls for children (located in foyer)

e) call emergency services 000

stating: name

The Kinder Garden Engadine

36 Waratah Road Engadine

corner of Boronia Avenue

f) conduct final check

lock/close all doors as you move through the centre

close blinds and lock front door

3. Room Educators

a) educator one to gather children

educator two to close/lock windows and doors in the room

educator on kitchen duty to come to support educators

b) encourage children to hold educators hands and hands of friends

c) enter the cot room

comfort children and remain calm

4. Mark the Rolls

collect the class roll from the Nominated Supervisor/Responsible Person

remain in the cot room until advised by emergency services or Nominated Supervisor/Responsible Person

Emergency and Evacuation Procedure – Engadine Service

GUMNUT ROOM

1. Person discovering emergency situation raises the alarm

3 whistle blows, exclaim “this is a lockdown” “this is not a fire drill”

“everyone is to move to the cot room, remain low and keep calm and quite”

Move around the centre to notify all rooms/areas

2. Nominated Supervisor (or Responsible Person)

a) collect emergency pack (light grey backpack)

b) collect emergency mobile

c) collect sign in/out rolls for educators (located in office)

d) collect sign in/out rolls for children (located in foyer)

e) call emergency services 000

stating: name

The Kinder Garden Engadine

36 Waratah Road Engadine

corner of Boronia Avenue

f) conduct final check

lock/close all doors as you move through the centre

close blinds and lock front door

3. Room Educators

a) educator one to gather children

educator two to close/lock windows and doors in the room

educator on kitchen duty to come to support educators

b) encourage children to hold educators hands and hands of friends

c) enter the cot room

comfort children and remain calm

4. Mark the Rolls

collect the class roll from the Nominated Supervisor/Responsible Person

remain in the cot room until advised by emergency services or Nominated Supervisor/Responsible Person

Emergency and Evacuation Procedure – Engadine Service

KITCHEN

1. Person discovering emergency situation raises the alarm
 - 3 whistle blows, exclaim “this is a lockdown” “this is not a fire drill”
 - “everyone is to move to the cot room, remain low and keep calm and quite”
 - Move around the centre to notify all rooms/areas
2. Nominated Supervisor (or Responsible Person)
 - a) collect emergency pack (light grey backpack)
 - b) collect emergency mobile
 - c) collect sign in/out rolls for educators (located in office)
 - d) collect sign in/out rolls for children (located in foyer)
 - e) call emergency services 000
 - stating: name
 - The Kinder Garden Engadine
 - 36 Waratah Road Engadine
 - corner of Boronia Avenue
 - f) conduct final check
 - lock/close all doors as you move through the centre
 - close blinds and lock front door
3. Room Educators
 - a) educator one to gather children
 - educator two to close/lock windows and doors in the room
 - educator on kitchen duty to come to support educators
 - b) encourage children to hold educators hands and hands of friends
 - c) enter the cot room
 - comfort children and remain calm
4. Mark the Rolls
 - collect the class roll from the Nominated Supervisor/Responsible Person
 - remain in the cot room until advised by emergency services or Nominated Supervisor/Responsible Person