



Lock Down Policy

NQS

National Regulations

12	Meaning of serious incident
85	Incident, injury, trauma and illness policies and procedures
168(2)(f)	Education and care service must have policies and procedures providing a child safe environment

Aim

We aim to minimise the potential for any incidents to occur at our service as we close up each day by adhering to the following “lock-up” procedures. This will ensure the safety and wellbeing of all children at the service.

Related Policies

Delivery and Collection of Children Policy
Incident, Injury, Trauma and Illness Policy

Who is affected by this policy?

Children
Families
Educators
Management

Implementation

Examples of such critical incidents are:

- Death of a child at the service or on an excursion.
- Children/educators being taken hostage.
- A siege of service property.
- A disaster in the local community.
- Unusual amounts of media attention.

- Aggressive trespassers.

Initial Notification

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

- The educator who witnesses the event or issue must try to raise an alarm with the most senior person in charge.
- 000 must be called immediately if the event or issue requires the police, ambulance or fire service to respond.
- The most senior person in charge will determine the need for a "Lock Down" and raise the appropriate alarm.

Alarm Procedure

- The most senior person in charge will announce: "This is a lockdown" and sound the Siren.

Educators Responsibilities:

The Nominated Supervisor / Certified Supervisor will ensure that educators:

- contact and liaise with Emergency Services and follow their instructions.
- Check that all external doors are locked.
- If available, allocate a person at locked doors to allow children and visitors to enter if locked out.
- keep main entrance as the only entry point. It must be constantly monitored and no unauthorised people allowed access.
- get any children that are outside inside as quickly as possible.
- make effort to seal and lock all doors and windows, turn off the lights and ensure children are kept below the window level, preferably under the furniture or down low and out of sight.
- ensure all children and individuals present remain in the locked residence until they give the "All Clear Signal".
- check the sign-in sheet and check all signed-in children are present. Any absences must be reported to the Approved Provider or Nominated Supervisor as soon as it is safe.
- divert parents from the children's service.
- ensure a telephone line is kept free.
- if possible, have a person wait at the main entry to the children's service to guide Emergency Services personnel.
- await advice from emergency services personnel that the emergency is over.
- When it is safe give an All Clear Signal (see below)".

All Clear Signal

The All Clear Signal is as follows:

- The most senior person in charge will Announce “All Clear – The lock down has now ended”

Actions after lockdown

The Approved Provider/ Nominated Supervisor will:

- Advise parents the emergency is over in person or by email.
- Determine if there is any specific information staff, children and visitors need to know.
- Ensure any children, staff or visitors with medical or other needs are supported.
- Follow up with any children, staff or visitors who need support.
- Seek support from the Manager, Operations and Emergency Management at the DEECD region as required.
- Notify the Department of incident as set out in our Incident, Injury, Trauma and Illness Policy.

Sources

National Quality Standard

Education and Care Services National Regulations

Occupational Health and Safety Act 2004

Emergency Management Act 1986

Guide to Developing an Emergency Management Plan by DEECD Victoria

Review

The policy will be reviewed annually. Review will be conducted by

- Management
- Employees
- Parents/Families
- Interested Parties

Reviewed: 1st March 2018

Date for next review: 1st March 2019