

Lockdown Policy

PURPOSE AND BACKGROUND

- (1) The Lockdown Policy aims to ensure the safety of all children, educators, families and other visitors to the service in the event of a threat.
- (2) The service aims to minimise the risk of harm or the exposure to danger to anyone on the premises through the implementation of this procedure.

POLICY STATEMENT

- (3) Examples of such critical incidents are:
 - (a) Death of a child at the service or on an excursion.
 - (b) Children/educators being taken hostage.
 - (c) A siege of service property.
 - (d) A disaster in the local community.
 - (e) Unusual amounts of media attention.
 - (f) Aggressive trespassers.

Initial Notification

- (4) If an event takes place that requires a "Lock Down", the following should occur:
 - (a) The educator who witnesses the event or issue must try to raise an alarm with the most senior individual in charge.
 - (b) 000 must be called immediately if the event or issue requires the police, ambulance or fire service to respond.
 - (c) The most senior individual in charge will determine the need for a "Lock Down" and raise the appropriate alarm.

Alarm Procedure

- (5) If safe to do so the service whistle will sound every 5 seconds until everyone is notified.
- (6) If safe to do so, the most senior individual in charge will sound the alarm and make the following announcement

"This is a LOCK DOWN"
"This is not a fire drill"
"Everyone is to stay in the room, remain seated and to keep calm and quiet."

- (7) If not safe to raise a verbal alarm or make noise, staff are to use discreet methods to alert others, such as hand signals, internal communication systems, or quietly moving between rooms where it is safe to do so.

Movement of Children and Staff

- (8) All individuals will remain in their rooms.
- (9) If possible, educators will make efforts to seal and lock classroom doors and windows.
- (10) Children should remain under the desks or down low and out of sight during the lockdown period.
- (11) If children are outside, educators should get them inside as quickly as possible even if they are not from their room.

Staff Responsibilities:

- (12) Individual in charge to contact Emergency Services and follow their instructions.
- (13) Educators not involved in the lockdown or without children to supervise are to go to the front of the service to liaise with Emergency Services if it is safe to do so.
- (14) Educators must check the sign-in sheet and check all signed-in children are present. Any absences must be reported to the Nominated Supervisor as soon as it is safe.
- (15) Educators are to close and lock all doors and windows, turn the lights off and ensure children are kept below the window level.
- (16) All staff, children and anyone else present will remain in the locked room until the "All Clear Signal" is given by the individual in charge.

All Clear Signal

- (12) Remain in lockdown until an official "all clear" is given by emergency services or the person in charge.

LEGISLATION (OVERVIEW)

Education and Care Services National Law and Regulations

Regulations	
168(2)(e)	Policies and procedures in relation to emergency and evacuation
97	Emergency and evacuation procedures
98	Telephone or other communication equipment

National Quality Standard

Standard	Concept	Description
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.

SOURCES

Education and Care Services National Law and Regulations | National Quality Standard

POLICY INFORMATION

The policy will be reviewed annually by:

- Management
- Employees
- Families
- Interested Parties

POLICY REVIEWED	April 2026	NEXT REVIEW DATE	April 2027
MODIFICATIONS	*Created new revised template		