

LOCKDOWN POLICY

Under the *Education and Care Services National Regulations* the approved provider must ensure that policies and procedures are in place for emergency and evacuation situations (regulation 168) and take reasonable steps to ensure those policies and procedures are followed (regulation 170) (ACECQA 2021). Dalas Family Day Care Service (FDC) 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 FDC educators to go into lockdown. We will ensure our FDC educators and educator assistants, are well equipped with the knowledge and expertise to respond effectively when required. Educators and children will regularly rehearse 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	
12(d)	Meaning of a serious incident- any emergency for which emergency services attended
97	Emergency and evacuation procedures
98	Telephone or other communication equipment
168	Education and Care Services must have policies and procedures
170	Policies and procedures are to be followed
171	Policies and procedures to be kept available

Victorian Child Safe Standards	
Standard 1	Organisations establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued
Standard 2	Child safety and wellbeing is embedded in organisational leadership, governance and culture
Standard 3	Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously
Standard 4	Families and communities are informed, and involved in promoting child safety and wellbeing
Standard 5	Equity is upheld and diverse needs respected in policy and practice
Standard 6	People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice
Standard 7	Processes for complaints and concerns are child focused
Standard 8	Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training
Standard 9	Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed
Standard 10	Implementation of the Child Safe Standards is regularly reviewed and improved
Standard 11	Implementation of the Child Safe Standards is regularly reviewed and improved

RELATED POLICIES

Acceptance and Refusal Authorisation Policy Arrival and Departure Policy Child Safe Environment Policy Emergency Evacuation Policy Family Communication Policy	Health and Safety 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, FDC educators, educator assistants, families and visitors of the Family Day Care Service in the event of a threatening situation.

SCOPE

This policy applies to the Approved Provider, Coordinator, educators, and educator Assistants engaged at the Family Day Care Service.

IMPLEMENTATION

Dalas Family Day Care educators have set procedures to follow in the event of any emergency requiring evacuation or lockdown at their residence or venue. 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, educators, educator assistants, families, visitors and family members residing at the FDC residence.

Whilst many emergency situations will require the educator and children to evacuate from the residence or venue, there are potential situations that will require a '*lockdown*' situation.

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 premises. 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: However, for a '*full lockdown*' children and adults must be 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 an appropriate space/room has been identified and displayed on an Emergency Lockdown Procedure. This information can be displayed 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, *or* previous visitors that have now returned with malicious intent, that the plan is not visible or available.

THE APPROVED PROVIDER, COORDINATOR AND FDC EDUCATOR WILL:

- develop, and annually review, a risk assessment to identify potential emergencies that may require a FDC educator to go into lockdown (a risk assessment is required for each FDC educator's residence or venue)
- engage relevant stakeholders/authorities to improve risk mitigation strategies for lockdown situations as part of an Emergency Management Plan for each FDC educator's residence/venue (fire, police, families, FDC coordinator, Approved Provider)
- identify a safe area in the residence in case of a situation that would require a 'lockdown emergency'
- ensure capacity to lock internal doors within the residence/venue
- consider procedures for non-ambulant children and implications for the FDC educator in the event of a lockdown (especially for a multi-story setting)
- ensure students and educator assistants are provided with information and training about lockdown procedures upon induction
- ensure emergency evacuation plans and procedures are displayed in prominent positions near each exit and outdoor learning environments (Lockdown information should be displayed on the back of this plan)
- ensure that educator assistants (if applicable) and family members living in the residence, are aware of the alert signal and procedure for lockdowns
- design a movement and wellbeing plan to follow
- develop an effective strategy for checking the roll and communicating with children, educator assistants, visitors and other family members at the residence/venue
- document roles and responsibilities of self and educator assistant (if applicable)
- plan to maintain children's safety
- ensure lockdown drills are practiced ***every three months*** at different times to ensure all children have the opportunity to participate
- 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 whenever these occur

IN THE EVENT OF A LOCKDOWN THE FDC EDUCATOR WILL:

- calmly move children inside the residence to a designated area (as indicated in the Emergency Plan).
- move babies and children with mobility disabilities to designated area
- ensure other family members residing in the residence are aware of the lockdown situation and required procedures/roles

- inform children- *'this is a lockdown, stay calm and quiet'* (as per drills)
- do not let the unauthorised person/s into the residence
- conduct a head count and check attendance against sign in register
- lock external doors, window and close blinds and turn off lights
- turn mobile phone onto silent/vibrate
- contact 000 stating the name and address of the service, the nature of the emergency, the nearest cross street, the number of children and adults in lockdown
- reassure children
- wait for emergency services arrive and provide clearance
- once cleared by emergency services, contact Approved Provider of FDC Service
- ensure all families are notified of the incident as soon as practicable after the lockdown has ended (consult with the Coordinator/Approved Provider for guidance)
- assist the Approved Provider to 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

ADDITIONALLY, DURING A SHELTER-IN-PLACE LOCKDOWN, THE FDC EDUCATOR 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, THE FDC EDUCATOR WILL:

- turn off all lights
- clear any room/hallway that cannot be secured
- silence television and radio/CD player
- 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 any other person in the room to 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 (consult with the Coordinator/Approved Provider for guidance)
- assist the Approved Provider to 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

- cooperate with the Approved Provider to provide opportunities for debriefing and counselling for families and children

RESOURCE

Emergency lockdown rehearsal record- Childcare Centre Desktop

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.).

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	AUGUST 2022	NEXT REVIEW DATE	AUGUST 2023
MODIFICATIONS	• Additional points added to various sections as highlighted • Amendments to reflect FDC services/individual FDC educators • Sources updated and additional references added • minor editing throughout • Policy purchased from child care desktop		
POLICY REVIEWED	PREVIOUS MODIFICATIONS		NEXT REVIEW DATE
AUGUST 2020	• Additional information added to points • New content added (highlighted) • Sources/references corrected and updated		AUGUST 2021