

LOCK DOWN POLICY

AIM:

The Clarence Family Day Care Lockdown Policy aims to ensure the safety of all children, educators, staff, families and other visitors to the service in the event of a threat. Also, 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.

RATIONALE:

Family Day Care services, their educators and staff members have a moral and legal responsibility to endeavour to protect the well-being of children in the care of the service and any other person present at the service in the occurrence of a critical incident.

PROCEDURES:

What is a “Lock Down” Procedure?

In this instance, a “lock down” procedure is the action taken by a Family Day Care Educator or staff member when there is a perceived or imminent threat to life, safety or wellbeing of children, staff or visitors to the service, from an external source. “Lock down” means children, staff and visitors may NOT vacate the premises and all exits/entry points must be secured.

When are Educators/Staff required to implement a “Lock Down” Procedure?

When there is a foreseeable threat of harm to children or visitors caused by but not limited to the following;

- An extreme weather event,
- Toxic/chemical spills
- Dangerous and/or threatening persons
- Violent, intoxicated and/or drug affected persons
- Dangerous animals
- Death of a child at the service.
- Unidentified external disturbance
- Non-custodial parent in attendance at the service – breaching current court orders.

Initial Notification

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

- 000 must be called immediately if the event or issue requires the police, ambulance or fire service to respond.
- The Family Day Care educator or staff member will determine the need for a "Lock Down" and raise the appropriate alarm.
- The educator or staff member will notify the Family Day Care Scheme Manager as soon as possible.

Educator/Staff Responsibilities:

Educators / staff will:

- get any children that are outdoors, inside as quickly as possible.
- check the sign-in sheet and check all signed-in children are present. Any absences must be reported to the Family Day Care Scheme Manager as soon as it is safe.
- make efforts 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.
- contact and liaise with Emergency Services and follow their instructions
- ensure all children and individuals present remain in the locked room until an “All Clear Signal” is given.

If there is a Lockdown the Family Day Care Educator or staff member will reassure the children and make sure everyone present stays in the same room, stays down low and out of sight wherever possible and tries to remain calm and quiet.

All Clear Signal

The Family Day Care educator or staff member will give an All Clear Signal by saying “The Lock Down has ended. Everyone follow me in an orderly manner”.

Relevant Legislation:

Education and Care Services National Regulation 2011

Resources:

National Quality Standards