

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). Our Family Day Care Service (FDC) is committed to the ongoing safety and wellbeing of children, staff, students, families and visitors. To achieve this, we will implement our Emergency Management Plan (EMP) which provides 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. FDC educators and children will regularly rehearse emergency procedures, including different lockdown measures 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	
Sec 174(2)(a)	Serious incident - Any emergency for which emergency services attended
Sec 174(2)(c)	Any incident that requires the approved provider to close, or reduce the number of children attending the service for a period
Sec 174(2)(c)	Any circumstance at the service that poses a risk to the health, safety or wellbeing of a child attending the service
4	Definitions “multi-storey building” and “storey”
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
99	Children leaving the education and care service premises
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
176A	Prescribed information to be notified to approved provider by family day care educator

RELATED POLICIES

Acceptance and Refusal Authorisation Policy Child Safe Environment Policy Delivery of Children to and Collection from Education and Care Services Premises Emergency and Evacuation Policy Family Communication Policy	Health and Safety Incident, Injury, Trauma and Illness Policy Record Keeping and Retention 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 or emergency situation.

SCOPE

This policy applies to the approved provider, nominated supervisor, coordinator, educators, educator assistants, children, families, students and visitors of the FDC Service.



IMPLEMENTATION

Our FDC Service's Emergency Management Plan (EMP) outlines emergency management arrangements. Within the EMP we have set procedures for FDC educators to follow in the event of any emergency requiring evacuation or lockdown. 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.

DEFINITIONS

Within education and care services there are three types of lockdowns that may be required to be implemented in an emergency situation. During an emergency, it may be necessary to implement a combination of measures. [Emergency and evacuation- Policy guidelines](#) - ACECQA 2023

Lockdown: a security measure taken during an emergency to prevent people from leaving or entering a building or premises (FDC residence or approved venue) until the threat or risk has been resolved. This may be implemented when an external and immediate danger is identified and children, FDC educators and staff (if applicable) should be kept safely inside the building/residence. For example:

- 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

Lockout: a security measure taken during an emergency to prevent people from entering a building or premises (FDC residence or approved venue) until the threat or risk has been resolved. This may be implemented when an internal or immediate danger is identified and it is determined that children and FDC educator are to be excluded from the residence/approved venue for their safety. The FDC educator will evacuate children, visitors and families to a pre-identified evacuation point as identified in the EMP. For example:

- Internal fire or flood damage to the FDC residence/approved venue

- severe storms
- extreme smoke from a local or distant bushfire
- gas leak
- Chemical or hazardous substance spill

Lock in- (Shelter in place): a security measure taken during an emergency to prevent people from leaving a building or premises (FDC residence or approved venue) until the threat or risk has been resolved. This may be implemented when an incident occurs outside the FDC residence/approved venue and emergency services determine the safest course of action is to keep children and FDC educator inside a designated area of the FDC residence/approved venue until it is safe to return to normal operation. For example:

- unidentified dangerous animal or insects
- natural disaster (severe storm)
- aggressive visitor or person within the community.

THE APPROVED PROVIDER, COODINTATION UNIT AND FDC EDUCATOR WILL:

- ensure obligations under the *Education and Care National Law and Regulations* are met and understood by all FDC educators, educator assistants and staff
- ensure the nominated supervisor, management, staff, FDC educators and educator assistants comply with this policy
- ensure students and educator assistants are provided with information and training about lockdown procedures upon induction
- engage relevant stakeholders/authorities to improve risk mitigation strategies for lockdown situations as part of an Emergency Management Plan (EMP) for each FDC educator's residence/venue (fire, police, families, FDC nominated supervisor, approved provider)
- develop, and annually review, a risk assessment to identify potential emergencies that may require a FDC educator to go into lockdown, lock out or lock in emergency response (a risk assessment is required for each FDC educator's residence or venue)
- review the risk assessment annually or after becoming aware of any circumstance that poses a risk to the safety and well-being of children attending the FDC Service
- 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 FDC residence/venue
- consider procedures for non-ambulant children and implications for the FDC educator in the event of a lockdown (especially for a multi-storey setting)

- ensure emergency evacuation floor plans and instructions/procedures are displayed in prominent positions near each exit and outdoor learning environments (Reg. 97(4))
- ensure that educator assistants (if applicable) and family members living in the residence, are aware of the alert signal and procedure for lockdowns
- develop an effective strategy for checking the roll and communicating with children, educator assistants, visitors and other family members at the residence/venue
- 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
- submit 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
- refer to the *Emergency and Evacuation Policy* for steps to be followed when the FDC Service needs to close in response to an emergency
- ensure the regulatory authority is notified via the [National Quality Agenda IT System \(NQAITS\)](#) if the service is required to close for a period of time as a result of a local emergency (evacuation due to cyclone, or to repair damage caused by a cyclone) (Reg.175 (2)(b))
- ensure the Department of Education is notified if the service is temporarily closed via CCS Software or PEP

IN THE EVENT OF A LOCKDOWN THE FDC EDUCATOR WILL:

- contact emergency services (000) for assistance
- calmly move children inside the residence to a designated area (as indicated in the Emergency Plan).
- alert educator assistants, visitors and other family members at the residence/venue using agreed signal for immediate lockdown
- move infants and children to a secure designated lockdown location where doors can be locked or barricaded securely (as per EMP)

- conduct a head count and check attendance against sign in register
- Remove the evacuation plans from the walls of the FDC Service once all staff and children are in the lockdown position
- gather transportable first aid/emergency kit/medical management plans/medication (including emergency contact list for children)
- lock external doors, windows and close blinds and turn off lights
- turn mobile phone onto silent/vibrate
- ensure children remain out of sight during the lockdown period
- reassure children
- ensure children remain calm with quiet activities to engage them
- ensure a telephone line is kept free
- administer first aid if necessary
- continue to liaise with emergency services and other relevant agencies
- remain in lockdown until the all-clear signal is given by emergency services
- ensure all families are notified of the incident as soon as practicable after the lockdown has ended
- ensure a record of all actions/decisions and times is maintained
- the approved provider will complete a serious incident notification to the regulatory authority within 24 hours via the [NQA IT System](#) when there has been an emergency that has posed a risk to the safety and wellbeing of the children
- the approved provider will provide opportunities for debriefing and counselling to families, children and staff.

DURING A LOCKOUT EDUCATORS WILL:

- contact emergency services (000) for assistance
- decide which of the FDC Service's pre-identified evacuation point/s is most appropriate to the emergency situation (as stated in the EMP)
- assemble children, educator assistant, visitors and any family members present at the evacuation point if children have already arrived at FDC Service
- if emergency situation occurs before usual operating hours of the FDC Service, divert families from accessing the Service due to the emergency if possible- (app; email,)
- follow the *Emergency Management Plan*, including *Emergency Evacuation Procedure*
- conduct a head count and check attendance against sign in register

- check the premises to ensure no one is left inside
- lock external doors to prevent entry to the FDC residence or approved venue
- gather transportable first aid/emergency kit/medical management plans/medication (including emergency contact list for children)
- continue to liaise with emergency services and other relevant agencies
- confirm with emergency services when it is safe to return to the FDC residence or approved venue
- alert families that the emergency lock out has been resolved and children are able to return to the FDC residence or approved venue or be reunited with families
- ensure a record of all actions/decisions and times is maintained
- the approved provider will complete a serious incident notification to the regulatory authority within 24 hours via the [NQA IT System](#) when there has been an emergency that has posed a risk to the safety and wellbeing of the children
- the approved provider will provide opportunities for debriefing and counselling to families, children and staff.

DURING A LOCK IN- SHELTER IN PLACE, EDUCATORS WILL:

- contact emergency services (000) for assistance if required
- move children and visitors to a pre-determined shelter-in place location (as indicated in EMP) as quickly as possible if safe to do so
- conduct a head count and check attendance against sign in register
- gather transportable first aid/emergency kit/medical management plans/medication (including emergency contact list for children)
- lock external doors, windows and close blinds or curtains where possible and turn off lights.
- ensure a telephone line is kept free
- keep children away from windows if the emergency involves an extreme weather event
- use any available linen to block gaps around doors or window to minimise the entry of smoke/hazardous chemicals
- continue to liaise with emergency services
- ensure the nominated supervisor/coordination unit contacts families or emergency contacts to notify them of the emergency situation. If advised by emergency services, they will arrange for the child/ren's collection from the FDC residence/approved venue
- ensure children remain in a confined area, or out of sight for a 'full lockdown'

- administer first aid if necessary
- implement the Service's *Emergency Management Plan* including *Emergency Evacuation Procedure* If advised by emergency services
- remain in 'lock in' until the all-clear signal is given by emergency services
- ensure a record of all actions/decisions and times is maintained
- the approved provider will complete a serious incident notification to the regulatory authority within 24 hours via the [NQA IT System](#) when there has been an emergency that has posed a risk to the safety and wellbeing of the children
- the approved provider will provide opportunities for debriefing and counselling to families, children and staff

CONTINUOUS IMPROVEMENT/REFLECTION

Our *Lockdown Policy* will be reviewed on an annual basis in consultation with children, families, staff, educators and management.

CHILDCARE CENTRE DESKTOP RESOURCES

Emergency lockdown rehearsal record Emergency Lockdown Rehearsal Procedure and Guide	Lockdown Procedure
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SOURCES

Australian Children's Education & Care Quality Authority. (2023). Policy and procedure guidelines- [Emergency and evacuation guidelines](#).

Australian Children's Education & Care Quality Authority. (2023). [Guide to the National Quality Framework](#).

Australian Government Department of Education (2020). Help in an emergency

Education and Care Services National Law Act 2010. (Amended 2023).

[Education and Care Services National Regulations](#). (Amended 2023).

Revised National Quality Standard. (2018)

REVIEW

POLICY REVIEWED BY	Katie Griffiths	Nominated Supervisor	January 2024
POLICY REVIEWED	JANUARY 2024	NEXT REVIEW DATE	JANUARY 2025
VERSION NUMBER	V7.01.24		
MODIFICATIONS	<ul style="list-style-type: none"> major review of policy to incorporate 3 types of lockdown measures as per ACECQA key terms – lock down; lock out; lock in additional information added re: notification to regulatory authority if service needs to be closed in response to an emergency sources checked for currency and repaired where required 		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE	
JANUARY 2023	<ul style="list-style-type: none"> policy maintenance - no major changes to policy Additional section added for Continuous Improvement Childcare Centre Desktop - related resources section added Reference to DESE edited to Department of Education 	JANUARY 2024	
JULY 2022	<ul style="list-style-type: none"> Content reviewed regarding placement of Lockdown Procedure. Procedure to be displayed in a prominent position near each exit- (as advised by NSW Regulatory Authority) Link to Western Australian Education and Care Services National Regulations added in 'Sources' 	JANUARY 2023	
JANUARY 2022	<ul style="list-style-type: none"> Policy reviewed as part of annual cycle Sources checked for currency No major changes 	JANUARY 2023	
JANUARY 2021	<ul style="list-style-type: none"> 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 	JANUARY 2022	
JANUARY 2020	<ul style="list-style-type: none"> Additional information added to points New content added (highlighted) Sources/references corrected and updated 	JANUARY 2021	
JANUARY 2019	New policy drafted for Family Day Care services	JANUARY 2020	

