



# Woden Early Childhood Centre

"Creating the Future"

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## LOCKDOWN POLICY

### QUALITY AREA 7: LEADERSHIP AND SERVICE MANAGEMENT

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- Links to Education and Care Services National Regulations 2011: 97.2-97.4, 168
- Links to National Quality Standard / Element: 2.3.3

### Introduction

Woden Early Childhood Centre (WECC) is implementing this policy to ensure that children and educators are safe in situations where there is a hazard in WECC's grounds or outside WECC that requires children and educators to be locked within buildings for their own safety.

This policy applies to educators, volunteers, parents/carers/children, and people visiting WECC. It covers the procedures and personnel responsibilities when WECC is required to go into lockdown.

#### **Responsibility and point of contact**

WECC's Nominated Supervisor or Director.

### Goals – What are we going to do?

The *Lockdown* policy applies when children and educators need to be locked within the building for their own safety. Although the probability of a circumstance necessitating lockdown occurring is extremely low, the most likely situation that would trigger a lockdown is if there is a dangerous intruder on WECC's grounds, but may also occur in other circumstances, such as in the event of a hazardous situation such as a chemical spill or fire, which makes it dangerous for children, educators and visitors to be outside.

Copies of this policy will be disseminated to educators via the educator handbooks.

The Nominated Supervisor or Director will schedule at least two practice lockdown drills per year and will be responsible for ensuring all educators are clear about the procedure before the practice drill takes place. Educators will remind children of the lockdown procedure during the year, on a regular basis.

## Strategies – How will it be done?

### Role of the Nominated Supervisor or Director

Upon recognizing that a situation calls for lockdown, the Nominated Supervisor or Director will lock the office (pull curtains and blinds), sound a uniquely and instantly recognisable alarm and ring the police (000), alerting them of the emergency. The Nominated Supervisor or Director will then assume lockdown position themselves in the office while maintaining phone contact with police. When the Nominated Supervisor or Director is advised by police that the threat has been averted, the all clear is to be sounded.

### Lockdown procedures

In the event of a building lockdown, the following procedures will be followed:

- It is mandatory that all children and adults remain in whatever room they are in. Children and adults who are outside but near buildings are to move into the closest occupied room
- Educators who are on their breaks at the start of lockdown should go to the nearest room. Educators should check outside areas for children and direct them to the nearest room, and invite known visitors into the room with them. If children, a class or an adult is caught outside a room when the alarm is sounded they must immediately get in the closest room they can, joining whoever is in that room, before that room is locked down
- Close curtains in room, if curtains are present. Position children on the floor against the door wall or in the most non-visible positions (pre-determined) NB: This procedure must be tailored for the individual rooms being used
- The above procedure should be worked out for each room by the Nominated Supervisor or Director and the Room Leader and communicated to educators
- Do **not** allow anyone to use the room phone
- Insist children and adults remain quiet
- No one is to open the door under any circumstances
- Remain in this position until "all clear" is announced (this will be done by use of a second uniquely and instantly recognisable alarm)
- After the all clear is sounded the Nominated Supervisor or Director is able to authorise the contacting of parents, if appropriate.

### For parents

On the very rare occasion that a lockdown is required at WECC, the Nominated Supervisor or Director will notify parents as soon as possible after the lockdown via email.

In the event that parents become aware of the lockdown before it has concluded, they are requested not to come to WECC, as **children will not be released to parents during lockdown**. Parents are also asked not to call WECC as this may tie up emergency lines that must remain open. Further to this, the lockdown situation requires silence in order not to alert an intruder to the presence of children and educators in rooms. If any child's stay at WECC is extended beyond the regular time, the child's parent/s will receive information about the time and place that they can pick up their child. Please be assured in the event of lockdown that **the overriding consideration for WECC is the safety and well-being of the children**.

### **Intruder procedures**

From time to time, educators may be confronted by an intruder in WECC's grounds, or may need to confront someone who does not appear to have any legitimate reason for being on site. In such a case, the following procedure must be used:

- When confronting an intruder, take another educator with you
- Ask a third educator who is not involved to call the Nominated Supervisor or Director
- Determine who will initiate contact with the intruder and who will be the back-up person. If possible include a third educator so that you can actually form a triangle around the intruder. This will put you in a stronger defensive position
- Use a system of nonverbal communications or hand signals using just one hand.  
For example:
  - 1 finger = back-up educator may leave
  - 2 fingers = back-up educator should stay on the scene
  - 3 fingers = both educators should break off contact and leave when safe to do so
  - fist = presence of a potential weapon. Both educators should break off contact and leave when it is safe to do so
- Attempt to direct the intruder to the car park. Use casual conversation or body language to calmly direct the situation
- If the intruder refuses to cooperate, do not escalate the situation. Leave and call the police
- If the intruder shows a weapon, assure him/her that it is not necessary for him/her to consider using the weapon
  - Back away slowly and leave the area
  - Both of your hands should be up with your palms facing the intruder while slowly backing away
- As soon as it is safe to do so, report the situation to the Nominated Supervisor or Director.

### **Related policies / documents**

- *Critical incident*
- *Emergency and evacuation*

### **Statutory legislation and considerations**

- Nil.

## **Sources and references**

- Nil.

## **Authorisation**

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President  
2013-14 WECC Management Committee