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		EASTWOOD HEIGHTS OOSH POLICY		
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Written By Nominated Supervisor	Reviewed By EHOOSH Management committee	Approved By EHOOSH Management committee	Supersedes Version 1	Effective Date November 2018

Eastwood Heights OOSH

Lockdown Policy

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1. POLICY STATEMENT

In the event that the service needs to be locked down, we aim to conduct this in a rehearsed, timely, calm and safe manner to secure the safety of each person using the service. The safety and wellbeing of each child, educator and person using the service is paramount above any other consideration in the time of an emergency or lockdown. Any other procedures will be carried out only if it is safe to do so. We define an emergency as an unplanned, sudden or unexpected event or situation that requires immediate action to prevent harm, injury or illness to persons or damage to the Service's environment. It is a risk to an individual's health and safety. We have defined emergencies that are specific to our environment and undertaken risk assessments.

There are potential situations that will require the facility to go into 'lockdown'. For example, the following are examples of situations that may require lockdown:

- Severe storms
- Heatwave
- Extreme smoke from distant bushfire
- Chemical or hazardous substance spill
- Gas leak / atmospheric hazardous substance
- Dangerous animal or insects
- Potentially dangerous intruder/unwanted or uninvited visitor
- Potentially violent/dangerous person due to intoxication or substance abuse
- Unidentified external disturbance
- Children/educators being taken hostage
- A siege of service property
- A disaster in the local community
- Unusual amounts of media attention

We have a duty of care to provide all persons' with a safe and healthy environment. The National Quality Standard, Element 2.2.2 encourages Services to effectively manage incidents and emergencies in consultation with relevant authorities, and practiced and implemented to ensure best practice and the safety of children.

Lockdown drills should be practiced and reviewed at least every three months. Lockdown plans must be displayed in prominent positions near each exit and in the children's environment with a compliant floor plan for ease of reference.

If appropriate, local emergency services (eg fire, police, and ambulance), local government, community leaders and other relevant agencies will be consulted for advice about assembly points and accessibility for adults or children with special needs

Educators will discuss the emergency procedures with the children and the reasons for practicing the drills. Following each drill children should be reassured and their suggestions and comments welcomed for how the drill might be improved to provide them with a sense of control and understanding of the process.

2. PROCEDURES

2.1 Drills

The drills will

- Take place at various times of the day and week to ensure all children and educators get the opportunity to rehearse. All persons present at the service during the evacuation drill must participate. Each Responsible Person in Charge will have a turn at taking charge of the lockdown.

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- Be documented, timed and assessed. Debriefing will occur the following Friday staff meeting to identify any improvements that may be made.

2.2 Lockdown Procedures

If it is unsafe for children, educators and visitors to remain outside, the service will go into lockdown.

- The educator who witnesses the event or issue must try to raise an alarm with the responsible person in charge and or the inside educator
- An Educator will call 000 immediately if the event or issue requires the police, ambulance or fire service to respond
- If necessary the front lawn educator will sound the alarm into a walk talkie by pressing the button on the siren to produce a series of beeps or use the code message to alert educators.
- Educators will assist children and visitors into the nearest open building as quickly and as calmly as possible
- Educators are to close and lock all doors and windows, turn the lights off and ensure children are kept below the window level
- Develop an effective strategy for conducting the roll and communicating with children, educators, families and visitors of the Service
- Children should remain quiet, down low and out of sight during the lockdown period
- 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
- Wait for emergency services to arrive or provide further information
- The Responsible Person in Charge will make sure that the School Principal and a member of the Management Committee are contacted as soon as possible
- Families will be notified as to the nature of the emergency

3. REFERENCES

3.1 Statutory authority

- Education and Care Services National Law Act 2010 (Regulation 97,98,168)
- National Quality Standard (Standard QA 2)
- Children's and Young Persons (Care and Protection) Act 1998

3.2 Service policies

- Evacuation Policy
- Maintenance of Safe Environment Policy
- Incident, Injury and illness Policy
- Medical Conditions Policy

3.3 National frameworks

- Framework for School Age Care in Australia, "My Time, Our Place"
http://files.acecqa.gov.au/files/National-Quality-Framework-Resources-Kit/my_time_our_place_framework_for_school_age_care_in_australia.pdf

3.4 Further references

- Emergency Management NSW www.emergency.nsw.gov.au