



Bangalow Community Children's Centre
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Lock Down Policy

Reviewed April 2016

Legislation:	Education and Care Services National Regulations 2011 Children (Education and Care Services National Law Application) Bill 2010
Reference:	Centre Support www.centresupport.com.au

Introduction

Lockdown procedures are designed to secure staff ,children and visitors in the case of potential threats such as:

- Bad weather
- Toxic spills
- Livestock, dangerous creatures on the loose
- Dangerous Persons
- A disaster in the local community

Goals

To ensure safety for all participants in the Centre in the event of Lock down

To ensure clear lock down procedures are in place and understood by staff

Practices

When a threat occurs, the identifying staff will notify all others by quickly passing the words “lock down” along (this may need to be used discreetly at times).

If required the Nominated Supervisor or Office Assistant will contact police/and or emergency services with as much information as possible.

Room Leader staff will ensure all children moved, quickly and quietly, to safest inside destination as appropriate for situation.

Staff will immediately close and lock all doors and windows, and gather sign-in sheets and first aid kits.

Any phones within immediate reach will be taken with staff to safety area.

All children and staff will be accounted for and checked off the roll.

Nominated Supervisor or person of Relevance * will direct children's release in person or by phone as appropriate.

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- If children are outside staff should get them inside as quickly as possible even if they are not from their room.
- All staff, children and anyone else present will remain in the locked room until the All Clear is given by the Nominated Supervisor or person of Relevance *.
- * Person of Relevance being, police, fire, SES or other.

National Regulations

97 Emergency and evacuation procedures

98 Telephone or other communication equipment

168 Education and Care Service must have policies and procedures

NQS

Standard 2.3 Each child is protected

Evaluation and Review

This policy will be reviewed based on regulatory requirements or if the need arises.

Family and staff feedback will be considered in the review process. Changes in legislation, regulations, NQF and standards will be considered.

Any changes to this policy will be communicated to families and staff.

