

Springwood and District Preschool Kindergarten

Emergency Policy – ‘LOCK DOWN’

Legislation:

Education and Care Services National Law Act 2010

Education and Care Services National Regulation 2018

United Nations Convention on the Rights of the Child 1989

Quality Area 2: Children’s Health & Safety

Education and Care Services National Law Act 2010: Sections 167, 169

Education and Care Services National Regulations 2018: Regulations, 97, 98, 168(2)(e)

Occupational Health and Safety Act 2011

Work Health and Safety Regulation 2011 Regulation 43

Policy Statement:

Our education and care service is committed to identifying risks and hazards of emergency and evacuation situations, and planning for their reduction or minimisation, and ongoing review of planned actions around handling these situations including:

Conducting ongoing risk assessment and reviews of all potential emergency and evacuation situations, including medical emergency situations (see Medical Conditions Policy);

Develop specific procedures around each potential emergency situation and ensure full awareness by all staff through the provision of professional development;

Ensure regular rehearsal and evaluation of emergency and evacuation procedures.

Rationale:

Springwood and District Preschool Kindergarten acknowledges that there is a certain risk that a situation will arise where ‘Lock Down’ procedures are necessary for the safety and well being of the children and educators at the preschool. These situations may include:

- Presence of dangerous animals and insects
- Stranger outside the premises
- Threat of child abduction
- Gas leak

It is important that all educators working at Springwood and District Preschool Kindergarten are aware of the Lock Down procedures for an effective and safe handling of the emergency to occur and that all persons on the premises at the time of the emergency, including families, volunteers



and students are aware of the procedures to follow.

Lockdown refers to 'immediately indoors', no one should be outdoors for any reason. No one can leave the building until notification from the Director that lockdown has been declared finished by emergency personnel.

Aim:

- To ensure the safety and well being of children, educators, families and other persons at Springwood and District Preschool Kindergarten
- To minimise the distress to children by ensuring all Lock Down emergencies are dealt with in an efficient manner by educators
- To meet legislative requirements relating to managing emergencies and risks and documentation of such.

Procedure:

If there is any threat to the safety of persons, Director to call '000' – Police

Use the "PANIC BUTTON" LOCATED UNDER KELLIES DESK. PUSH BOTH



If the situation is NOT serious:

1. The Director will call lockdown (calmly using the key phrase "can you go and put the washing on")
2. Based if it an intruder or staff feel preschool threatened then press panic button under office desk
3. All educators are to bring children inside and remain with the children normally in their group at all times unless otherwise indicated.
4. Lock all entrances and exits and windows pull down blinds
5. **Stay calm and keep children calm.**
6. All administration staff, students, volunteers and other persons on the premises are to assist educators and groups of children especially children with additional needs and younger children. The Director to collect the emergency family details file.
7. Educators are to assemble children in a group, collect the roll and do a roll call and head count



8. The Director/ Nominated supervisor will check all areas of the building, including toilets and store rooms to ensure all persons are accounted for. Look 'in', 'around' and 'under' objects and furniture
9. The Director will keep in contact with Emergency services –
- For Gas leak – remain indoors and secure an 'air lock' as much as possible until further notice – if emergency evacuation is necessary follow procedures outlined in Emergency Evacuation Policy and Emergency Evacuation Floor Plan displayed in the foyer, kitchen, staff room, staff toilets and in each of the rooms and near every exit point. Ensure face / mouth protection is provided for children when evacuating
 - For Dangerous animal or insect follow the procedure outlined in the Animal Policy.
 - For Stranger and Threat of Child Abduction – keep all children inside and out of sight of outdoors – follow Police instructions
 - Springwood and District Preschool Kindergarten's emergency contact number is 0413070984
 - Emergency evacuation bags (back packs) will be placed in each room for each group of children and will contain:
 - Sign in/out sheets (roll)
 - Child details (including medical details)
 - Family contact details
 - First aid kit (including Asthma medication, Diabetic management and Epipen)
 - Child Health Management plans (asthma, diabetes and anaphylaxis) copied and inside first aid kit
 - Water bottles and cups
 - Food (biscuits)
 - Nappies
 - Wipes
 - Tissues
 - Activities for children (books/ games)
 - Laminated sign to be placed on Springwood and District Preschool Kindergarten door – "Due to evacuation, we are at Springwood Public School . Ph 47511333
 - Emergency evacuation bags will be checked each month by the Director/ Nominated Supervisor to ensure first aid kits contents are up to date and products are within their use by date. Any products out of date will be replaced.
 - Springwood and District Preschool Kindergarten has the required regulation number of fire hoses, extinguishers and fire blankets installed throughout the premises and these are routinely checked.

Links to Quality Areas and Standards:		
Quality Area 2		Children's Health and Safety
Standard	2.3	Each child is protected.
Quality Area 3		Physical Environment
Standard	3.1	The design and location of the premises is appropriate for the operation of a service.



Quality Area 4		Staffing Arrangements
Standard	4.1	Staffing arrangements enhance children’s learning and development
Standard	4.2	Management, Educators, co-ordinators and staff members are respectful and ethical.
Quality Area 5		Relationships with children
Standard	5.1	Respectful relationships are developed and maintained with each child.
Standard	5.2	Each child is supported to build and maintain sensitive and responsive relationships
Quality Area 6		Collaborative partnerships with families and communities
Standard	6.1	Respectful relationships with families are developed and maintained and families are supported in their parenting role.
Standard	6.3	The service builds relationships and engages with its community.
Quality Area 7		Governance and Leadership
Standard	7.1	Governance supports the operation of a quality service.
Standard	7.2	Effective leadership builds and promotes a positive organisational culture and professional learning community.
Standard	7.1.2	Systems are in place to manage risk and enable the effective management and operation of a quality service.

Source:
 Department of Education, Employment and Workplace Relations (DEEWR) (2011) *Education and Care Services National Regulation*
 Department of Education, Employment and Workplace Relations (DEEWR) (2009) *National Quality Standard for Early Education and Care and School Aged Children* Canberra:DEEWR

Policy Reviewed by: _____ *Approved by:* _____

Signature: _____

Date: ____/____/____ *Date:* ____/____/____

Next Review Date: ____/____/____

