Aim

For parents and staff at the Early Learning Centre to understand and follow the procedures for cases of emergency when there is a need to have staff and students remain in the safety of the Early Learning Centre building, across all programs (Before School Care, Core Program, After School Care and Holiday Program).

Explanation

Compliance with these procedures is a requirement of the National Quality Framework and will ensure the safety and welfare of all children attending the Early Learning Centre.

Three levels of containment are identified: a “silent lockdown” in the event of a critical, immediate threat, a “lockdown” in the event of a serious threat, and a “containment” in the event of a minor issue.

The service risk assessment has identified circumstances leading to a “silent lockdown” as being those such as a violent/aggressive intruder within the ELC.

The service risk assessment has identified circumstances leading to a “lockdown” as being those such as a violent/aggressive intruder around the ELC or a person with a weapon around the ELC.

The service risk assessment has identified circumstances leading to a “containment” as being those such as a serious storm involving hail, strong wind and/or lightning, an unknown animal in/around the ELC, or a medical emergency in the ELC playground.

Practice

The person who discovers the problem will notify the ELC Clerical Assistant or another member of staff of the issue, or take action themselves if necessary. If available, the Director of Junior School (ELC) will be consulted.

The Director of Junior School (ELC)/ Clerical Assistant/other staff member will make a decision about whether a “silent lockdown”, “lockdown” or “containment” should be activated.

Silent Lockdown

In the event of an emergency situation requiring “silent lockdown”:
- If during core hours (8.30 – 3.30), the ELC Clerical Assistant, will use the telephone to contact staff in the classrooms and staff room. The code “silent lockdown” will be used to communicate the need for a silent lockdown.
The staff member in the classroom area who receives this call must relay the "silent lockdown" instruction to other staff members in their Zone before continuing with lockdown procedures. This includes alerting any staff members from their Zone who are outside at the time. The "silent lockdown" instruction should be conveyed subtly and only to staff, and should not be announced to children.

- The Director of Junior School (ELC) (if available) or Clerical Assistant will contact the Head of Junior School (ext 459), Director of Junior School (ext 305), Director of Junior School (ext 308), EA to Head of Junior School (ext 301) or Junior School Reception (ext 411), to alert them to the "silent lockdown" activated in the ELC. If possible, some information about the assistance required will be communicated eg. police needed. Junior School staff will then contact emergency services as required and liaise with them.

- Outside of core hours, the Out of School Hours Care staff will communicate the need for a "silent lockdown" to present staff in the most effective way possible (verbally or via telephone). The code "silent lockdown" will be used to communicate the need for a silent lockdown. The "silent lockdown" instruction should be conveyed subtly and only to staff, and should not be announced to children.

- The Out of School Hours Care staff will contact the Head of Junior School (ext 459), Director of Junior School (ext 305), Director of Junior School (ext 308), EA to Head of Junior School (ext 301), Junior School Reception (ext 411) or Business Office (ext 410), using the same code phrase "silent lockdown", to alert them to the "silent lockdown" activated in the ELC. If possible, some information about the assistance required will be communicated eg. police needed. These staff will then contact emergency services as required and liaise with them.

- If the Director of Junior School (ELC)/Clerical Assistant are unable to communicate with staff due to the nature of the issue, any other staff member may assume this responsibility.

Once the "silent lockdown" instruction has been communicated, the following procedures should be enacted:

**Director of Junior School (ELC)/Clerical Assistant should ensure that:**

1. Lockdown signs are placed on front door (in event of a practice drill only);
2. Piazza lights are turned off, doors locked and blinds closed (if safe to do so);
3. iPad is collected (if easily accessible);
4. They have telephone communication available and placed on “silent” (ELC phone and/or personal mobile);
5. Lock self in ELC Office with lights off and blinds closed.

**Staff in classrooms should ensure that:**

1. Students are seated in an inconspicuous location, away from windows and out of sight eg. art room or a concealed corner;
2. Attendance Ipad and record is collected, roll call completed and absentees noted;
3. All windows and doors are closed and locked (including bathrooms);
4. All lights and electric heaters are turned off;
5. All blinds are closed;
6. Children’s medications collected;
7. Staff Ipad is collected (if easily accessible);
8. Staff remain with students.

**Staff in Piazza or outdoor area should ensure that:**

1. Students are ushered to the nearest available safe space (Classroom or far corner of Piazza);
2. Students are seated in an inconspicuous location, away from windows and out of sight eg. art room or concealed corner;
3. Attendance Ipad and record is collected, roll call completed and absentees noted;
4. All windows and doors are closed and locked;
5. All lights and electric heaters are turned off;
6. All blinds are closed;
7. Children's medications collected;
8. Staff iPad is collected (if easily accessible);
9. Staff remain with students.

Staff in Staff Room should ensure that:

1. They remain where they are;
2. All windows and doors are closed and locked;
3. All lights and electric heaters are turned off;
4. All blinds are closed;
5. Staff iPad is collected (if easily accessible).

− Once lock down procedures are in place, the Director of Junior School (ELC)/Clerical Assistant will attempt to communicate with class teachers via email (on ipads) if possible. Staff should only do this if it is safe to do so.
− Information about absentees will be collected via email (if possible) and communicated to Junior School staff via email.
− The Director of Junior School (ELC)/Clerical Assistant will communicate with Junior School staff via email/SMS if safe to do so.
− In the case of a prolonged lockdown, containment buckets stored in class art rooms should be used for toileting.
− Staff and students must observe the “silent lockdown” procedure until the “all clear” is given.
− The “all clear” will be communicated by the Director of Junior School (ELC)/Clerical Assistant or other staff member via an announcement on the ELC PA system. The Announcement will be “All clear. Lockdown complete. Please resume normal activities”.

Lockdown

In the event of an emergency situation requiring “lockdown”:

− If during core hours (8.30 – 3.30), the ELC Clerical Assistant, will use ELC PA system to make a lockdown announcement. The announcement will be “Attention please. Lockdown required. Please lock down immediately.”
  o Staff members in the classroom areas are responsible for alerting any class from their Zone who is outside, of the the need to lockdown.
− The Director of Junior School (ELC) / Clerical Assistant (if available) or Clerical Assistant will contact the Head of Junior School (ext 459), Director of Junior School (ext 305), Director of Junior School (ext 308), EA to Head of Junior School (ext 301) or Junior School Reception (ext 411), alerting them to the need for a lockdown in the ELC. Information about the assistance required will be communicated eg. Police needed. Junior School staff will then contact emergency services as required and liaise with them.
− Outside of core hours, the Out of School Hours Care staff will use ELC PA system to make a lockdown announcement. The announcement will be “Attention please. Lockdown required. Please lock down immediately.”
− The Out of School Hours Care staff will contact the Head of Junior School (ext 459), Director of Junior School (ext 305), Director of Junior School (ext 308), EA to Head of Junior School (ext 301), Junior School Reception (ext 411) or Business Office (ext 410), alerting them to the need for a lockdown in the ELC. Information about the assistance required will be communicated eg. police needed. These staff will then contact emergency services as required and liaise with them.
− If the Director of Junior School (ELC)/Clerical Assistant are unable to make the lockdown announcement, due to the nature of the issue, any other staff member may assume this responsibility.

Once the “lockdown” instruction has been communicated, the following procedures should be enacted:

Director of Junior School (ELC)/Clerical Assistant should ensure that:
1. Lockdown signs are placed on front door (in event of a practice drill only);
2. Piazza lights are turned off, doors locked and blinds closed (if safe to do so);
3. Staff iPad is collected (if easily accessible);
4. They have telephone communication available and placed on “silent” (ELC phone and/or personal mobile);
5. Lock self in ELC Office with lights off and blinds closed.

Staff in classrooms should ensure that:

1. Students are seated in an inconspicuous location, away from windows and out of sight eg. art room or a concealed corner;
2. Attendance iPad and record is collected, roll call completed and absentees noted;
3. All windows and doors are closed and locked (including bathrooms);
4. All lights and electric heaters are turned off;
5. All blinds are closed;
6. Children’s medications collected;
7. Staff iPad is collected (if easily accessible);
8. Staff remain with students.

Staff in Piazza or outdoor area should ensure that:

1. Students are ushered to the nearest available safe space (Classroom or far corner of Piazza);
2. Students are seated in an inconspicuous location, away from windows and out of sight eg. art room or concealed corner;
3. Attendance Ipad and record is collected, roll call completed and absentees noted;
4. All windows and doors are closed and locked;
5. All lights and electric heaters are turned off;
6. All blinds are closed;
7. Children’s medications collected;
8. Staff Ipad is collected (if easily accessible);
9. Staff remain with students.

Staff in Staff Room should ensure that:

1. They remain where they are;
2. All windows and doors are closed and locked;
3. All lights and electric heaters are turned off;
4. All blinds are closed;
5. Staff Ipad is collected (if easily accessible).

- Once lockdown procedures are in place, the Director of Junior School (ELC)/Clerical Assistant will attempt to communicate with class teachers via email (on ipads) if possible. Staff should only do this if it is safe to do so.
- Information about absentees will be collected via email (if possible) and communicated to Junior School staff via email.
- The Director of Junior School (ELC)/Clerical Assistant will communicate with Junior School staff via email/SMS if safe to do so.
- In the case of a prolonged lockdown, containment buckets stored in class art rooms should be used for toileting.
- Staff and students must observe the “lockdown” procedure until the “all clear” is given.
- The “all clear” will be communicated by the Director of Junior School (ELC)/Clerical Assistant or another member of staff via an announcement on the ELC PA system. The Announcement will be “All clear. Lockdown complete. Please resume normal activities”.

Policy reviewed and updated by ELC staff. 31/07/2020
**Containment**

In the event of an emergency situation requiring "classroom containment":

- If during core hours (8.30 – 3.30), the ELC Clerical Assistant, will use ELC PA system to make a containment announcement. The announcement will be "Attention please. Containment required. Please remain indoors until further notice."
  - Staff members in the classroom areas are responsible for alerting any class from their Zone who is outside, of the need to return to their classroom.
- The Director of Junior School (ELC) (if available) or Clerical Assistant will contact the Head of Junior School (ext 459), Director of Junior School (ext 305), Director of Junior School (ext 308), EA to Head of Junior School (ext 301) or Junior School Reception (ext 411), alerting them of the classroom containment in the ELC. Information about any assistance required will be communicated. Junior School staff will contact external services as required and liaise with them.
- Outside of core hours, the Out of School Hours Care staff will use ELC PA system to make a containment announcement. The announcement will be "Attention please. Containment required. Please remain indoors until further notice."
  - The Out of School Hours Care staff will contact the Head of Junior School (ext 459), Director of Junior School (ext 305), Director of Junior School (ext 308), EA to Head of Junior School (ext 301), Junior School Reception (ext 411) or Business Office (ext 410), alerting of the classroom containment in the ELC. Information about any assistance required will be communicated. These staff will contact external services as required and liaise with them.
- If the Director of Junior School (ELC)/Clerical Assistant are unable to make the containment announcement, any other staff member may assume this responsibility.

Once the "containment" instruction has been communicated, the following procedures should be enacted:

**Director of Junior School (ELC)/Clerical Assistant should ensure that:**

1. Piazza doors are shut;
2. Any visitors are quickly ushered to a safe place (indoors)

**Staff in classrooms should ensure that:**

1. Students remain indoors;
2. All windows and doors are closed (including bathrooms);
3. Staff remain with students.

**Staff in Piazza or outdoor area should ensure that:**

1. Students are ushered to the nearest available safe space (Classroom or Piazza);
2. Students remain indoors;
3. All windows and doors are closed (including bathrooms);
4. Staff remain with students.

**Staff in Staff Room should ensure that:**

1. They remain where they are;
2. All windows and doors are closed;

- Once containment procedures are in place, staff and students should remain indoors until the "all clear" is given. Staff and students may move around indoors and go about normal activities.
- The timetable of scheduled breaks will be halted until the "all clear" is given.
- The Director of Junior School (ELC)/Clerical Assistant will communicate with Junior School staff via telephone regarding the incident.
- The “all clear” will be communicated by the Director of Junior School (ELC)/Clerical Assistant via an announcement on the ELC PA system. The Announcement will be “All clear. Containment complete. Please resume normal activities.”