



Operational Policies

7.23 Emergency Lockdown

Classification: Health and Safety

Date: April 2023

Applies to: All Employees

Review Date: April 2025

Approved by: General Manager

Purpose:

- To ensure all children, teachers, other employees, parents, whānau and visitors are kept safe from harm, calm and cared for in the event that a service declares themselves in lockdown. This can be either as identified by the Person Responsible in response to an actual or perceived threat or as required by New Zealand Police, Fire and Emergency or the Ministry of Education.

References:

- Licensing Criteria for Early Childhood Education and Care Centres 2008. HS4, HS5, HS7, HS8, HS27
- Education (Early Childhood Services) Regulations 2008 Reg.45 and 46

Definition:

- Northern Auckland Free Kindergarten Association – is referred to as ‘The Association’
 - Head Teachers and Centre Managers – are referred to as Service Leaders
 - All teaching and non-teaching employees – are referred to as employees
 - Kindergartens and Early Learning Centres – are referred to as services
 - Visitors – are referred to as anyone not covered by the above
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Policy

A lockdown would be used in response to an actual or perceived threat that requires the children and any other persons at the service to be contained and protected inside or in a safe location away from the service.

Reasons for Lockdown:

- Severe weather/storms
 - Extreme smoke from fire
 - Chemical or hazardous substance spill
 - Gas leak/atmospheric hazardous substance
 - Dangerous animal/insects
 - Potentially dangerous intruder/unwanted or uninvited visitor
 - Potentially violent/dangerous person near by
 - Unidentified external substance
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Service Leaders will develop a lock down procedure with the support of their Professional Practice Leader and in collaboration with their team that is appropriate for their individual service.

- Service leaders will ensure that all employees are inducted to the lockdown procedure.
- Lockdown means that all windows and external doors are closed and locked and where possible internal doors are locked once all children and other persons have moved to a safe space/position.
- A safe space would ideally have no visible access from outside, have enough room for children to engage in quiet activities, access to appropriate heating or cooling and preferably still have access to toilet facilities or a covered portable toilet with some privacy where possible.
- The person responsible or other designated person must be nominated to manage the lockdown procedure.
- Communication channels such as social media, email, text and radio must be predetermined so as to update families and be informed of the situation.
- As the lockdown may go on for several hours, access to (or taking with you) the Civil Defence Kit, especially first aid kit, water and food is vital.
- Another emergency kit (or checklist so as to remember) including other items needed such as device chargers, nappies, wipes, bottles, medication and bedding should be easily accessible also.
- Depending on the location of the threat, children may need to be taken to a safe place outside of the building. Ensure all teachers and other staff know of potential safe places to hide.
- The Service Leader will develop a list of pre-determined safe places to evacuate to should the need arise. This will be done in consultation with their team and their Professional Practice Leader.
- The Service Leader is to ensure Lockdown drills are to occur termly and a record made and filled on GOSH.

Lockdown Procedure:

- Use the services agreed method of notification of a lockdown situation and quickly and calmly remove children and all other people from the outdoor play spaces/ hallways and toilets and bring them to the designated lockdown spaces.
- The person responsible will check the outside space to check that everyone has moved into the building.
- Close and lock all windows and external doors.
- Close any curtains/blinds.
- Turn off lights/music/anything making sound.
- Lock internal doors or barricade with furniture.
- Ensure everyone remains low to the ground and away from any windows.
- Ensure everyone remains as quiet as possible.
- Using the roll, ensure everyone is present and accounted for.
- If it is identified that someone is missing, the person responsible will contact the Police to notify them that a person or persons is/are unaccounted for. They will then follow any instructions given by the Police.
- Once lockdown has been determined, no one is to enter or exit the premises until the all clear has been given by NZ Police.
- No one is to answer the door under any circumstance until the all clear is given.



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- Once everyone is safely in the designated safe spaces, if the service has declared lockdown, the NZ Police must be informed of the situation immediately – The person responsible will call 111
 - Identify yourself and service name, including address
 - Details of situation
 - Details of any casualties
 - Description of weapons, number of shots etc.
 - Description and location and identity of offender if known
 - Identify the 'target' of aggression if known
- Everyone must remain in the safe location until the ALL CLEAR is given.
- A group email or text will be sent to all parents/caregivers, from the services mobile phone, that states that the service is in lock down and:
 - Their children are safe and secure inside the locked building and are being cared for by their teachers.
 - That they must stay away, as no one will be permitted to enter or leave the building until the all clear has been given.
 - That they should avoid calling to enable the phone lines to be kept open should the Police need to get through
 - Reassure them that they will be kept updated with emails/texts whenever possible
- Once police arrive, liaise with them and follow their directions.

Following the Incident:

- Ensure that all children are picked up by a person authorised to do so and that they are signed out as usual.
- The aftermath of a lockdown situation will require careful management as even in the 'best case' scenario of no one being injured there may be traumatised staff and children, concerned parents, disruption to service name and media interest.
- The Trauma Incident Teams will provide support: **phone number 0800 TI Team (0800 848 326)**
- The General Manager or their delegate, to liaise with the media if necessary. Employees are not to communicate with media.
- The General Manager or their delegate, will decide whether to temporarily close, or continue operating the service. (The Trauma Incident Teams will provide guidance on suitable responses)
- Teachers, parents/caregivers are encouraged to talk away from children so as not to project their fear, worry etc. onto children.
- Ensure the continued monitoring of the wellbeing of all children, their families and teachers, providing appropriate support.
- All teachers and other staff offered leave, counselling and support.
- For further information on helping children through trauma:

www.education.govt.nz/school/student-support/emergencies



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Signed:

A handwritten signature in black ink, appearing to be a stylized 'A' or similar character.

General Manager

Date: 8/6/23

Endorsed by

Signed:

A handwritten signature in black ink, appearing to be 'Paul G'.

President of the Board

Date: 8/6/23