



## Lockdown Procedures

Enquiries to:	Centre Manager and Board of trustees
Applies to:	Parents, guardians, staff and children at Lower Hutt City Childcare
Date Developed:	May 2021
Date Reviewed:	April 2023
Date Approved:	June 2023
Next Review Date:	March 2024

References: Ministry of Education Regulations Reg. 45 & 46, ECE 2008 Licensing Criteria That Guide This Policy: HS4, HS5, HS7, HS8, HS27, Health and safety, protecting our crowded places from attack, NZ strategy, NZ Government.

### Rational:

To ensure all children, teachers, other staff, parents and any whānau are kept safe from harm, calm and cared for in the event that Lower Hutt City Childcare and Education Centre and Hutt Valley High school declares themselves in lockdown or we are required to go into lockdown by New Zealand Police or the Ministry of Education.

### Reasons for Lockdown:

- Severe weather/storms preventing the safe leaving from the centre
- Extreme smoke from fire in surrounding buildings
- 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
- Instructed to do so by the Police

**A lockdown would be used anytime a threat is present 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.**

**If the whistle in the hallway is blown and a kaiako shouts Lockdown this indicates a lockdown, and the procedures outlined below must be followed.**

- 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. The front door at the main entrance has a lock the door handle, this is to be locked in the first instance and notification of a lockdown or the sighting of any threatening person or persons on site. If outside, the main gate padlock to be locked, if not already, and children calmly being ushered inside to a safe space. The main door and all other external doors, and windows are to be locked once inside!
- A safe space needs to 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 if safely possible.
- At Lower Hutt City Childcare Centre, **our designated safe space the sleep rooms both Pihinga and Māhuri also the Office can be used if necessary.**
- Curtains will be closed to obscure any view from the outside and a blanket used to cover the internal window where there are no curtains.
- The person responsible or other designated person must be nominated to manage the lockdown procedure.
- At LHCCC the person responsible is the centre manager and in her absence a qualified and certificated teacher.
- Communication channels such as social media, text and radio must be predetermined to update families and be informed of the situation.
- A message will be posted Storypark community post and or emailed out if practicable and safe to do so. A phone call will be made to all parents as nominated on tamariki enrolment forms once all persons are accounted for and settled in the safe space.
- The phone to be used for communication will be the centre landline 04 5662495 or the managers mobile 0274 115115

- 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 including other items needed such as device chargers, nappies, wipes, 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 Manager / Service Provider is to ensure Lockdown/ Reverse Evacuation drills are to occur quarterly and a record made and filed in the office.

Whānau will be notified prior to a drill taking place, including the language used to communicate with tamariki, to support tamariki.

#### Lockdown Procedure:

- Sound the alarm (Blowing whistle and shout LOCKDOWN, avoid using the fire alarm) and quickly and calmly remove children and all other people from the indoor and outdoor play spaces/ hallways and toilets and take them to the sleep room area.
  - Collect Day sheets with emergency contact information located in Go bag and in Pihinga sleep room.
  - Collect phone from the room.
  - Close and lock all windows and external doors.
  - Close curtains/blinds.
  - Mobile phones to be put on silent mode, with no vibration, or off.
  - 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.
  - Once lockdown has been determined, no one is to enter or exit the premises until all clear has been given. In the event that a parent arrives to collect a child/children they will remain with the group in the safe space until the all clear is given by Police.
  - No one is to answer the door under any circumstances until all clear is given.
  - Once everyone is safely in the designated safe spaces, if the centre has declared lockdown, police must be informed of the situation - Call 111
    - o Identify yourself and the centre address; 2 St Albans Grove, Lower Hutt.
    - o Details of situation
    - o Details of any casualties
    - o Description of weapons, number of shots etc
    - o Description and location and identity of offender if known
    - o Identify the 'target' of aggression if known
  - Everyone must remain in the safe location until the **ALL CLEAR** is given.
  - Inform parents of lockdown and keep them informed of proceedings as best as you can.
  - This is done via the Storypark community post or email.
  - Once police arrive, listen and adhere to the advice given to secure the scene.

#### Following the Incident:

- 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 the centre and media interest.
- The Trauma Incident Teams from the MOE will provide support.
- Manager or Chairperson to liaise with the media if necessary. Employees are not to communicate with media.
- Manager and/or Chairperson will decide whether to temporarily close or continue operating. (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](http://www.education.govt.nz/school/student-support/emergencies)

Board of Trustees consulted	Yes/No	Kaiako consulted	Yes/No
Parents consulted	Yes/No		
Approved by: _____	Designation: _____	Date: _____	