



LOCKDOWN POLICY

Rationale:

To ensure all children, teachers, other staff, parents and any whānau are kept safe from harm, calm and cared for in the event that Pebbles 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
- 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

Policy

- 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.
- 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 inside the building
- Lockdown means that nobody can enter the building and nobody can leave the building.
- Once lockdown has been determined, no one is to enter the premises until the all clear has been given. However, if any parent insists that they come in to uplift their child, they should be allowed to do so.
- The car park gate will be closed, the lights will be turned off and noise reduced. From the outside, it will appear as if nobody is on site.
- 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 or a covered portable toilet with some privacy where possible.
- Assembly Point for Nayland Street is the Pukeko Room, Colombo Street is Kea Room, Campbell Street is the toileting area
- The person responsible or other designated person must be nominated to manage the lockdown procedure.
- Communication channels such as social media, text and radio will be managed by a nominated teacher so as to update teachers and families and be informed of the situation. We are looking at setting up a text system for parents via Discover.
- As the lockdown may go on for several hours, access to the Civil Defence Kit, especially first aid kit, water and food is vital.
- Another emergency kit/checklist will be gathered by the person responsible and will include other items needed such as device chargers, crackers and snacks, nappies, wipes, bottles, medication and bedding.

- 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 Centre Manager is to ensure Lockdown/ Reverse Evacuation drills are to occur termly, to be recorded and filed in the Health and safety Folder in the office.

Lockdown Procedure:

- Sound the Lockdown using a whistle (call LOCKDOWN, avoid using the fire alarm) and quickly and calmly remove children and all other people from the outdoor play spaces/ hallways/car park and toilets and bring them to the designated lockdown spaces.
- Close and lock windows and external doors.
- Close curtains/blinds if applicable.
- 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/ipad, ensure everyone is present and accounted for.
- Once lockdown has been determined, no one is to enter or exit the premises until the all clear has been given.
- No one is permitted to enter the building until the all clear is given – not even parents.
- Once everyone is safely in the designated safe spaces, if Pebbles has declared lockdown, police must be informed of the situation - Call 111
 - Identify yourself and Pebbles, 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 by the Person Responsible. This should be after confirmation from the NZ Police or Ministry of Education.
- Inform parents of lockdown and keep them informed of proceedings as best as you can. Educa post, Discover emails, answer machine message, texts and phone calls.
- Once police arrive, liaise with them to secure 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 Pebbles and media interest.
- The Trauma Incident Teams will provide support – the Centre Manager will provide information, contact numbers and details via Educa Posts and email.
- The Owner/General Manager will liaise with the media if necessary. Employees are not to communicate with media.
- The Owner/General Manager 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.
- The Centre Manager will ensure the continued monitoring of the wellbeing of all children, their families and teachers, providing appropriate support.
- All teachers will be offered leave, counselling and support.
- For further information on helping children through trauma:
www.education.govt.nz/school/student-support/emergencies