



LOCK-DOWN PROCEDURES

RATIONALE:

In the event of a violent threat, Kaiako are aware that the safety and well-being of all children and team members are paramount. Kaiako and all team members will activate emergency lock-down response plans.

TE WHĀRIKI:

Well-being – Goal 3: Children experience an environment where they are kept safe from harm.

PROCEDURES:

If we experience a violent threat, such as a dangerous person entering the centre, or if Police contact us and request the centre go into lockdown, **we will communicate to all Kaiako** to start the safe place lockdown and then the following procedures will be followed:

- Call 111, identify yourself and our centre, our address and provide all details the operator requests.
- Alert teachers that the centre is going into lockdown.
- If safe, move all children and adults to inside the building, locking all doors and to wait for the Police to arrive.
- Lock all doors and windows. Assign a teacher to take the Emergency Plan folder, daily sign in sheet rm 2 and nappy sheet rm 1, visitor sign-in sheet and first aid kit.
- Check roll to ensure all children and adults are accounted for – including visitors.
- Text and email parents and caregivers to advise that we are in lockdown and that they **MUST NOT** come to the centre until given the all clear. If parents arrive, maintain safe position and do not open doors.
- Keep quiet and do not leave your safe position.
- When police arrive, obtain identification, and then follow their instructions.
- If instructed by the police or if it is necessary to protect life to evacuate, then do so. This may be to the nearest Community Emergency Hub, (Calvin Church) or (Gore High school) or practical shelter on the way. If possible, any change in location will be communicated via texting, to the Police and changing the phone message at the centre.

- When the lock-down has finished, parents will be notified by phone call or text message and children will be collected by an authorised adult only. In the event where an authorised adult is unable to collect their child promptly, that adult may give verbal permission for that child to leave the centre with a designated adult.
- Children who are not collected by their parents, caregivers, or other authorised adults are to be supervised at the centre if it is safe to remain.
- A record will be kept of any adults picking up children and the destination to which the child is being taken.
- The person responsible will make the decision to remain at the centre by assessing if it is safe to remain and that there is no immediate danger to any team member and children who remain on site.

Date: August 2024

Review Date: August 2025 (to be reviewed annually)