

## **Lockdown Policy**

### **Rationale:**

To ensure that the kindergarten is prepared in the event of a lockdown and that we fulfil our duty of care to protect the safety of tamariki and adults in this emergency situation. This policy *must* be read in conjunction with *The Te Ra School, Te Rāwhiti Kindergarten and Nursery Emergency Management Plan*. This policy upholds the Ministry of Education Licensing Criteria: HS7 and Education (ECS) Regulations 2008: 46.

### **Te Whāriki:**

Well-being/Mana atua: Tamariki experience an environment where they are kept safe from harm.

### **Procedures:**

1. A lockdown procedure will be used anytime a threat is present that requires tamariki to be protected inside, or in a safe location away from the centre. It may be requested by emergency services or by staff due to an intruder threat.
2. A threat prompting lockdown can be an armed intruder, an angry relative, a person under the influence of drugs and alcohol, an aggressive dog, a swarm of wasps, etc.
3. Depending on the location of the threat, children will be escorted to safety either inside or outside the building. Kaiako will have to quickly assess the situation and decide what the safest place will be.
4. In the event of lockdown:
  - a) The person witnessing the incident or identifying the situation must try to notify the school office to raise the alarm, either in person or by phoning 04 299 0812 or 021 295 8618. However, if this is not safe to do so, call 111 and identify yourself, the kindergarten and its address and provide all details the operator requests.
  - b) When notified of a lockdown, kaiako will take their mobile phones and, if safe to do so, will bring everyone inside and wait for the Police to arrive.
  - c) Kaiako will lock all doors and windows, shut curtains and turn off the lights.
  - d) Assign a kaiako to take the Emergency Management Plan Folder, sign-in sheet and emergency kit.
  - e) Roll call to check everyone is accounted for, including visitors.
  - f) A designated person will inform parents through a bulk School App message.
  - g) No persons are allowed to arrive or leave the kindergarten during a lockdown, including parents, until the 'all clear' is given by the Police.
  - h) Keep quiet, stay away from windows and doors and remain low to the ground. Do not leave your safe position until advised by Police that lockdown is over.
  - i) When police arrive, follow their instructions.
  - j) If lockdown outside the building is required, and it is safe to do, the Person Responsible, or an assigned kaiako, will take the Emergency Management Plan Folder, sign-in sheet, emergency kit and a telephone/mobile and kaiako will escort tamariki a safe distance away from the centre, do a roll call and stay here until advised by Police that lockdown is over.

### **Links To:**

- Health and Safety at Work Act 2015
- Te Ra school, Te Rawhiti Kindergarten and Nursery Emergency Management Plan.

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