

7.3 Harassment and Lockdown Policy

The service acknowledges the need to ensure that educators and children are aware of, and understand, evacuation, lockdown and other procedures in the case of an emergency. The service therefore takes a proactive approach through the regular implementation of practice drills and evaluations.



Relevant Laws and other Provisions

The laws and other provisions affecting this policy include:

- *Education and Care Services National Law Act, 2010 and Regulations 2011*
- *Duty of Care*
- *Work Health and Safety Act 2011*
- *Family and Child Commission Act 2014*
- *Child Protection Act 1999 and Regulation 2000*
- *National Quality Standard, Quality Area 2 – Children's health and safety*
- *Policies: 6.3 – Workplace Health and Safety, 7.1 – Emergency Equipment and Facilities, 7.2 – Drills and Evacuations, 7.4 – Fire Safety Compliance, 8.10 – Employee Orientation and Induction.*



Procedures

In the event of harassment or unauthorised person(s) refusing to leave the premises the Coordinator/Responsible Person, will initiate the following drill:

- *The educator or child (if appropriate) being harassed, or the closest observer of the child or other educator being harassed, will give a prearranged signal, which is made known to all educators, to begin the drill (e.g. code word, special song Waltzing Matilda);*
- *The Coordinator/Responsible Person or other educator, who receives the signal, will calmly and quietly inform other educators of the need to move the children to an identified safe place. If the threat is inside, children will be escorted outside by educators to a designated safe place. If the threat is outside then children will be escorted inside by educators; and*
- *The Coordinator/Responsible Person, will immediately obtain and if possible record relevant information (e.g. physical descriptions, car registration etc.) on a service incident report;*

An educator will witness and provide back-up for the Coordinator/Responsible Person but only if it does not place that person in a position of unacceptable risk or harm to themselves, to any child or to others.

In the event of an internal threat (intruder, bomb and/or behaviour issue) where children are to be escorted to an outside area, once the prearranged signal has been acknowledged:

- *An educator will telephone the relevant emergency number;*
- *An educator will check and evacuate all rooms including the toilets, storage rooms and near-by buildings on the premises;*

- *The Coordinator/Responsible Person will access the rolls and parent/carer contact information via the Xplor Playground App on a centre device.*
- *An educator will close and lock all doors and windows (only if appropriate and able to do so);*

Once at the designated assembly area, an educator will check the roll to make sure that all children and educators are accounted for including children who have already been signed out and have been collected.

In the event of an external threat (storm, intruder, fire, bomb, gas leak) where children are to be escorted inside, once the prearranged signal has been acknowledged, the following drill will be initiated:

- *Educators will calmly and quietly move the children to safety inside the room, checking the toilets, storage rooms and near-by buildings;*
- *All doors, windows and curtains will be shut and locked (if safe to do so);*
- *An educator will check the roll to make sure that all children and educators are accounted for including children who have already been signed out and have been collected; and*
- *Educators will encourage children to sit quietly.*

During all rehearsals, and/or in an actual emergency event, educators are to calm the children and provide them with appropriate support.

The Coordinator/Responsible Person in charge at the time of an actual event will call 000.

No one will leave, nor be permitted to leave, the identified evacuation or lockdown area until the Coordinator/Responsible Person is satisfied that it is safe to do so.

At no time will educators try to physically remove an unwanted visitor.

All threatening situations will be evaluated as soon as possible after the event and any necessary modifications or enhancements to these procedures made accordingly.

Notification will be given to the Approved Provider and the Early Education and Care Office (the Regulatory Authority in Queensland).

DATE DEVELOPED	DATE RATIFIED	DATE REVIEWED	DATE RATIFIED
May 2021	October 2021	September 2021	October 2021
		October 2023	November 2023
		November 2025	November 2025