

## **Preschool Lockdown Procedure**

### **Rationale**

The purpose of this procedure is to ensure the safety and protection of all children, staff and visitors at Rosebery Preschool in the event of a situation requiring a lockdown. This procedure outlines the clear steps to secure children safely within the preschool environment while maintaining supervision, calm communication and accountability at all times.

### **Policy Statement**

Rosebery Preschool prioritises the safety and wellbeing of all children and staff. In the event of a lockdown, all children will be moved to a secure internal space and supervised at all times. Staff will secure the room, maintain communication with school administration and ensure accurate attendance checks are conducted.

### **Situations That May Require a Lockdown**

A lockdown may be initiated by school leadership or emergency services in situations including, but not limited to:

- Unauthorised person entering or attempting to enter school grounds
- Suspicious behaviour in or around the preschool and primary school
- Aggressive or violent behaviour onsite
- Domestic dispute or custody issue presenting onsite
- Stray or dangerous animal in the school grounds (e.g. dog, snake, livestock)
- Nearby police activity or community safety threat
- Environmental hazard outside the classroom (e.g. chemical spill, smoke drift)
- Any situation where remaining indoors is safer than evacuating

### **Legislative Requirements**

National Law: Sections 165, 167

National Regulations: Regulations 97, 98, 168

Work Health and Safety Act

National Quality Framework: Quality Area 2 – Children’s Health and Safety

### **Implementation**

#### **Parents/Carers are expected to:**

- Follow directions from staff or emergency personnel if onsite during a lockdown.
- Not attempt to collect children during a lockdown unless instructed by school leadership.



- Wait for official communication from the school before attending the site.
- Keep phone lines clear unless communication is urgent.

### **Preschool Staff will:**

- Remain calm and use a quiet, reassuring voice with children.
- Immediately direct students into the designated lockdown space in **Dependent on which preschool room (see location below)**
- Check toilets and immediate outdoor areas (if safe to do so) before securing the room.
- Lock classroom doors and ensure all entry points are secured.
- Close blinds and curtains.
- Turn off lights if required.
- Move children away from windows and doors.
- Ensure students sit quietly on the floor against an internal wall.
- Take the class roll and complete a headcount once secured.
- Use the classroom phone to contact Administration immediately and advise:
  - Room number
  - Number of children present
  - Any concerns or missing persons
- Place mobile phones on silent.
- Maintain silence and minimise movement in the room.
- Do not open doors for any person unless directed by Administration or Emergency Services.
- Continue supervision and reassure children until the official “All Clear” is given.

### **Students will:**

- Stop immediately when directed by an educator.
- Move quickly and quietly to the lockdown space.
- Sit calmly and remain silent.
- Always follow staff instructions.

### **Lockdown Location**

Room 1 (McIlwaine Class) – Small internal lockdown room located on the left side of the smartboard.

Room 2 (Adams Class) – Large internal lockdown room located on the right side of the smartboard.

### **Communication**



- Administration will communicate updates via internal phone or agreed emergency communication system.
- Families will be informed by school leadership once the situation is resolved.

**Effective:**

Term 1, 2026

**Date of Next Review:**

Term 1, 2027

**Developed by:**

Preschool Teacher in Charge