

## **CRISIS INTERVENTION AND LOCK DOWN POLICY**

### **OBJECTIVE:**

To provide employees with guidance on the procedures that should be adhered to in the event of a serious incident occurring in a kindergarten/centre or at Central Kids Kindergartens head office.

### **POLICY:**

1. The Chief Executive Officer (CEO) must be informed as soon as practically possible whenever an incident that threatens the safety or well-being of children, teachers or other adults occurs at a kindergarten/centre/head office.
2. Lock down might be required to protect children and adults from danger.
3. The Police or Person Responsible (usually the HT/CM/CEO) will determine when lock down procedures should be implemented.
4. In consultation with the head teacher/centre manager, the CEO may contact the Traumatic Incidents Team at Special Education or another agency for support during or following the incident.
5. The CEO is the only person authorised to make statements to the media.
6. Only information immediately relevant to the incident is to be shared with parents/caregivers/whānau.
7. Central Kids will offer support/counselling for those affected by the incident.

### **PROCEDURES:**

#### **Death of a child or teacher (enrolled or employed in a kindergarten/centre)**

1. Notify the CEO or the kindergarten/centre professional leader.
2. Endeavour to keep the session as normal as possible for attending children and share only authorised information with parents/caregivers/whānau.
3. In consultation with teachers the CEO and/or professional leader will determine what additional support is required.
4. The CEO (in consultation with teachers) may seek support from other agencies such as the Ministry of Education Special Education Traumatic Incident Team.

#### **Uplifting of a child by Child, Youth and Family**

1. If known contact the CEO or Professional Leader for advice and support before the event.
2. Child, Youth and Family (CYF) personnel shall provide documentation authorising the uplifting of a child prior to taking this action.
3. If deemed necessary a professional leader may attend to release the head teacher/centre manager to support the child/whānau/other teachers while the uplift is taking place.
4. If teachers are concerned about their safety or they are threatened following the uplift of a child they should notify the Police by dialing 111 and follow the **Firearms/Weapons or Threat to Teachers and Children (not involving a weapon)** procedures.
5. Keep the session as normal as possible for other children.

### **Poisoning of child or adult**

1. Assess the situation – seize and/or isolate containers/packets/plants for identification. Identify those involved and isolate immediately.
2. Contact the ambulance service immediately and advise what has occurred and what (if anything) is known about the poison involved.
3. Stay on the telephone and follow the directions of the call centre operator.
4. Using an alternate phone, contact the National Poison Centre on 0800 764 766 **after** calling the ambulance. Advise what (if anything) is known about the poison involved.
5. A teacher must remain with the affected child/children/adult at all times, monitor their well-being and follow the instructions of the call centre operator until the ambulance arrives.
6. Contact the parent/caregiver/whānau as soon as possible.
7. Notify Central Kids head office for support and placement of extra adults if needed.

### **Bomb Threat**

1. In the case of an unidentified or suspicious parcel/object in the grounds or building, evacuate children and adults to a safe place immediately (take rolls and a mobile phone).
2. Notify Police by dialing 111 and follow their instructions.
3. Notify Central Kids head office as soon as possible.
4. In the case of a telephone call to say a bomb is on the premises follow the above procedure.

### **Hostage Situation**

1. In the case of a hostage situation comply with the demands of the offender(s).
2. If possible implement lock down procedures or gather children and adults and evacuate to a safe place.
3. Try to keep children/adults and visitors calm.
4. If safe/possible notify the Police by dialing 111 and follow their instructions.
5. Notify Central Kids head office as soon as possible.

### **Kidnapping/Abduction**

1. If the incident is witnessed, record the description of those involved; car, license plate number, any other witnesses etc. Do not put yourself in danger when gathering information.
2. Note the time of the incident and number of children/adults involved.
3. If safe/possible notify the Police by dialing 111 and follow their instructions.
4. Take children inside and if necessary implement lock down procedures.
5. Complete a roll count.
6. Notify Central Kids head office as soon as possible.

### **Firearms/Weapons**

1. If a firearm or other weapon is brought into the kindergarten/centre/head office grounds implement lockdown procedures.
2. If this is not possible evacuate children and adults to a safe place if this can be done without further endangering anyone.
3. Try to keep children and adults calm.
4. Comply with the instructions of the offender.
5. If safe/possible notify the police by dialing 111. Follow their instructions.
6. Notify Central Kids head office as soon as possible.

### **Threat to Teachers or Children (not involving a weapon)**

1. Ask the person to leave and advise the offender that the police will be called if they do not leave.
2. Implement lock down procedures if determined necessary.
3. If this is not possible gather children and adults together and evacuate to a safe place if this can be done without endangering anyone.
4. Try to keep children and adults calm
5. As soon as safe/possible notify the police by dialing 111. Follow their instructions.
6. Notify Central Kids head office as soon as possible.

### **LOCK DOWN**

Lock down will be used anytime it is determined that adults and children need to be contained and protected inside the kindergarten/centre/head office building. The decision to lock down will be made by the Police or Person Responsible (usually the head teacher/centre manager). The following situations may require lock down procedures to be implemented;

- Bomb Threat
- Hostage Situation
- Threatened Kidnapping/Abduction
- Armed Offender
- Threat to Teachers or Children
- Chemical Spill

### **Procedures for lock down:**

1. In the event of a critical event such as those above, the person witnessing the event or the person taking the call from the Police must inform the Person Responsible (usually the head teacher/centre manager) immediately.
2. If determined by the person responsible or by the Police that lock down is required the lock down signal (agreed to by the team in advance) will be given to alert other teachers and adults.
3. An emergency call (111) should be made to Police as soon as safe/possible (unless the lock down has been initiated by the Police). Central Kids head office should also be informed as soon as possible.
4. Follow any instructions given by the Police or other authority (e.g. Fire Service in the case of a chemical spill).

5. If children and adults are outside (and it is safe and practicable to do so) teachers will move all children and adults inside the kindergarten building and ensure they remain there.
6. Close and lock all doors and windows.
7. Turn off lights and if possible close any curtains or blinds.
8. If possible gather in an area out of sight of windows and doors.
9. Check roll to ensure everyone is accounted for.
10. Keep children as calm and quiet as possible e.g. read stories quietly.
11. Minimise movements within the building.
12. If possible have the kindergarten's portable phone or a cell phone nearby. Answer any phone calls as soon as possible to minimise noise.
13. Do not leave the building or let anyone in (except Police) until you have been given the all clear by the Police.
14. Follow usual procedures for releasing children after the all clear has been given.

**Following on from a crisis, lock down or emergency situation**

1. Document events as they occur or as soon after as practicable and send a critical incident report to the CEO and the kindergarten/centre professional leader.
2. Inform all parents/ caregivers/whānau of those involved (if unsure, seek guidance from the CEO or the kindergarten/centre professional leader about the scope of information to be provided)
3. Work with the CEO and kindergarten/centre professional leader to determine what follow up support is required for those affected by the incident.
4. Work with the CEO to prepare a written statement for parents/caregivers/whānau.
5. If this has not already occurred the CEO will inform relevant agencies.
6. The CEO will prepare and release a media statement if necessary.
7. Take part in any follow up or debrief with Central Kids head office personnel and/or outside agency.

**REFERENCES:**

- Education (Early Childhood Services) Regulations 2008 Regulation 46, (1) (a)
- Licensing Criteria for Centre Based Education and Care Services 2008