



POLICY : **Crisis intervention**

Links: HS8

Rationale & Objectives:

These guidelines acknowledge that all children, parents, whānau, and kaiako have the right to an environment which ensures all are treated with dignity and respect and keeps them free from physical and emotional harm.

Procedures:

1. To emphasise that of paramount consideration are the safety, welfare and interests of all concerned.
2. To ensure the rights of the individuals are properly met.
3. To provide guidelines for everyone working with the children in the early childhood environment.
4. To ensure that all concerned are provided with appropriate support services.
5. To identify which external agencies should be used, services they provide, liaison required and appropriate referral.

STEPS TO BE TAKEN IN THE EVENT OF AN EMERGENCY

1. **Lockdown Procedure**

The following procedure details our response to managing a Violent Intruder Incident

If Shots are heard or a violent or threatening intruder is seen on the premises

OR

You are instructed by police;

Call 111

- a. Identify yourself and your centre, including address
- b. Give details of the situation
- c. Give details of any casualties
- d. Give description of weapons, number of shots etc.
- e. Give description and location and identity of offender if known
- f. If safe, move to predetermined safe position to await police arrival
- g. Administrator, H & S officer or Tokihi Leader to bring phone

- h. Alert kaiako and children (avoid using the fire alarm)

Our alert system: Ao Whānui Bell & Teacher Voices – Loud and Clear

- i. Move everyone out of hallways and into rooms in the centre of the building
- j. Lock and/or barricade, or cover if possible, doors / windows
- k. Keep away from windows and entrance way if possible
- l. Keep quiet and do not leave the classroom unless it is safe to do so
- m. Should the event occur while students are outside: instruct children to move to nearest secure room or to a safe-predetermined, assembly area (which may include an off-site area close to the centre)
- n. Once police arrive, liaise with them to secure crime scene(s)
- o. Await notification from the police that the situation is resolved before ending the lockdown
- p. If it is not safe for kaiako and children to remain at the centre, all will evacuate to the nearest Civil Defence post or to another close safe place. Civil Defence will be kept informed of locations, injuries and needs of children and adults.

Following the incident;

The Ministry of Education Trauma Incident Team will provide support 0800-TI TEAM / 0800 848326

- i. Liaise with the media
- ii. Consider whether to temporarily close or continue operating (the trauma team will provide guidance on suitable responses)
- iii. Continue to monitor the wellbeing of students and staff

For managing traumatic incidents see the nine-step checklist attached to this policy provided by the Ministry of Education

2. Substance / Noxious Weeds

- a. Assess situation – seize and/or isolate containers/packets/plant for identification.
- b. Identify child/children involved – separate from others
- c. Team member to remain with child/children involved at all times.
- d. Contact hospital or relevant emergency service (i.e. National Poisons Centre in Dunedin) to arrange suitable treatment.
- e. Contact parents of child/children involved.

3. On Excursion

Same as steps (a) to (e) above.

4. Flood

- a. We will be notified by a Civil Defence warning – this is a siren.

- b. Civil Defence will contact us on what to do.
- c. We have a contact register to notify families - this is on the APT programme, hard copy enrolment forms plus a list of parent names and contact details are attached at the back of the sign in sheets at both centres. This information will be printed out regularly and kept securely in case of a power cut.

5. **Volcanic Fallout**

- a. Fortunately, any event that is going to have a major impact will be able to be predicted by the institute of Geological and Nuclear Sciences so there will be time to prepare.
- d. Parents and families will be contacted straight away by staff and will be asked to pick up their children.
- e. Until parents arrive children will be cared for and protected from any volcanic fallout.

6. **Wind Storm**

- a. The Met Office issues wind and storm warnings via radio and t.v. We will take note of these when they are predicted for our area.
- f. Parents and families will be contacted by staff straight away and will be asked to pick up their children.
- g. Until parents arrive children will be cared for and protected from the wind.

7. **Chemical Incident**

When a moderate size spill occurs at the centre we will;

- a. Secure the immediate area
- h. Evacuate if necessary
- i. Contact the Fire Service if necessary – dial 111
- j. Wear appropriate personal protective equipment
- k. Begin a clean up following the manufacturers recommendations

When a spill occurs away from the centre we will be notified by emergency services.

Parents and families will be contacted by staff straight away and will be asked to pick up their children.

Until parents arrive children will be cared for and protected from any chemicals.

8. **Bomb Scare**

In the case of unidentified parcel/object, clear the centre, notify Police.

NOTE: In the case of a telephone call to say a bomb is on the premises, evacuate the kindergarten, taking enrolment cards and notify Police. If the caller gives any information pass this on to the Police.

9. **Dangerous Persons**

- a. A team member will ring police as soon as they can when we feel a dangerous person is present within our centre and premises.
- l. Kaiako will try to remember as much detail about the person as we can and share this information with the police.
- m. If appropriate, kaiako will get all children, team members and visitors inside the building straight away, keeping away from doors, windows and out of sight where possible.
- n. Teachers will do a roll check and stay where we are until notified by the police it is safe.

10. **Hostage Situation**

Stay calm; obey all instructions from the person involved, care for children.

If able gather children and leave the scene, i.e. where kaiako outside have seen an incident inside they should leave via the front gate. This step should be taken only if it does not jeopardise those remaining. Notify the Police.

11. **Kidnapping / Abduction**

If teacher witness incident,

- record persons description,
- car licence plate number.
- Note time,
- number of children involved.

Bring all children inside and secure area Contact Police. Do full roll count. Police to contact parent or caregiver.

12. **Firearms**

If firearms are brought into the kindergarten/ground;

- remove all children who can be safely removed.
- Parent/Teacher who accompanies children contacts the Police.
- Do not return to kindergarten, stay with children.

Kaiako inside to obey all instructions and try to keep children calm.

13. **Pandemic**

Please refer to our Pandemic Policy and Pandemic folder which provides information and action plans in the event of a Pandemic outbreak.

14. Persons under the influence of alcohol and drugs

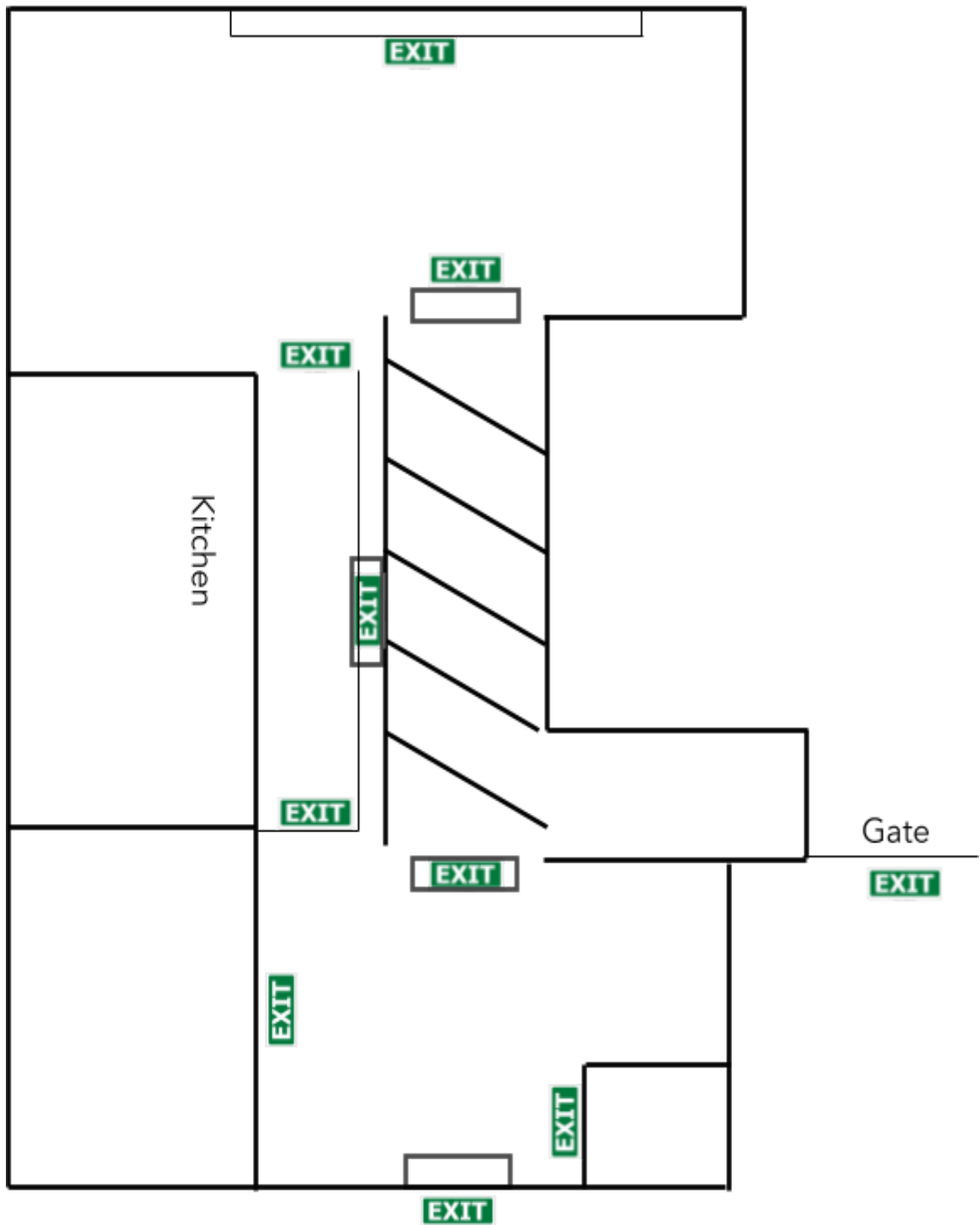
STEPS TO BE TAKEN FOLLOWING AN EMERGENCY

MANAGEMENT WILL:

- Ensure all families/whanau of those involved are informed.

- A written statement is to be prepared for the kindergarten community – hand delivered to parents as they come to the kindergarten. Note: Those not present at kindergarten must also receive a written statement.
- Advise the Ministry of Education, Police and Social Welfare as appropriate. Release a media statement if appropriate – this should be the statement prepared for the kindergarten community.
- Ensure ongoing support/counselling for all concerned.
- Clear written resume of events must be maintained as they occur.

See Centre Site Plan on following Page.



Philosophy: *'trusting relationships'*

Policy Developed: June 2017

Reviewed: June 2018, April 2019, April 2020,, August 2020, Sept 2021, Dec 2022