

Mandatory – Quality Area 2

PURPOSE

This policy will provide a framework for:

- the development of specific emergency and evacuation procedures, practices and guidelines at Goulburn Region Preschool Assoc. Inc. Centres
- raising the awareness of everyone attending Goulburn Region Preschool Assoc. Inc. Centres about potential emergency situations and appropriate responses.

POLICY STATEMENT

1. VALUES

Goulburn Region Preschool Assoc. Inc. is committed to:

- providing a safe environment for all children, staff and persons participating in programs at Goulburn Region Preschool Assoc. Inc. Centres
- having a plan to manage emergency situations in a way that reduces risk to those present on the premises
- ensuring effective procedures are in place to manage emergency incidents at the centre
- ensuring an appropriate response during and following emergency incidents to meet the needs of the children, their families, staff and others at the centre.

2. SCOPE

This policy applies to the Approved Provider, Nominated Supervisor, educators, staff, PAG, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of Goulburn Region Preschool Assoc. Inc., including during offsite excursions and activities.

3. PROCEDURES

The Approved Provider is responsible for:

- ensuring that all staff and volunteers have access to this policy and have a clear understanding of the procedures and practices outlined within
- completing the DET *Emergency Management Plan* (refer to *Sources* for the link), lodging this with the relevant DET regional office.
- developing a regular training schedule for staff to ensure that they are able to deal with emergency situations e.g. first aid, emergency management and OHS training
- developing procedures to debrief staff following emergency incidents
- notifying DET in writing within 24 hours of a serious incident (refer to *Definitions*)
- completing the *Incident, Injury, Trauma and Illness Record* (refer to *Definitions*) where required
- notifying DET within 7 days of an incident that required the centre to be closed, or a circumstance that posed a significant risk to the health, safety or wellbeing of a child attending the centre (National Law: Section 174(2)(c); Regulations: 175(2)(b)&(c), 176)

- reporting notifiable incidents (refer to *Definitions*) in the workplace to WorkSafe Victoria
- ensuring that emergency contact details are provided on each child's enrolment form and that these are kept up to date
- conducting spot checks of documentation and practices to ensure all requirements of this policy are being complied with
- ensuring that an attendance record (refer to *Definitions*) is maintained to account for all children attending the centre
- ensuring there are induction procedures in place to inform new staff, including casual or relief staff, of the emergency and evacuation policy and procedures

All Early Childhood Staff are responsible for:

- conducting a risk assessment to identify potential emergencies that the centre may encounter (Regulation 97(2)) (refer to *GRPSA Emergency Management Plan*)
- developing instructions for what must be done in the event of an emergency (Regulation 97(1)(a)) (refer to *GRPSA Emergency Management Plan*)
- ensuring that the emergency and evacuation procedures are rehearsed at least once every 3 months by all at the centre (Regulation 97(3)(a))
- ensuring that the rehearsals of the emergency and evacuation procedures are documented (Regulation 97(3)(b)) (refer to *GRPSA Emergency Management Plan*)
- ensuring that a copy of the emergency and evacuation floor plan and instructions are displayed in a prominent position near each exit at the centre premises (Regulation 97(4))
- ensuring that those working at, or attending the centre, have access to a phone or similar for immediate communication with parents/guardians and emergency services (Regulation 98), and that phone numbers of emergency services are displayed
- identifying potential onsite hazards and taking action to manage and minimise risk (refer to centre's *Emergency Management Plan*)
- ensuring all infrastructure and centre equipment are regularly checked for condition and maintenance, including emergency exit lighting
- ensuring the location of first aid kits, fire extinguishers and other emergency equipment are clearly signposted
- ensuring all emergency equipment is maintained on a regular basis in accordance with requirements specified by regulations, such as the Australian Standards Building Code e.g. fire extinguishers, smoke detectors, evacuation kits, sprinkler systems and alarm or duress systems
- providing a fully equipped portable first aid kit (refer to *Administration of First Aid Policy*)
- regularly reviewing, evaluating and updating emergency management plans, manuals and procedures (at least annually or following an emergency incident)
- consult with emergency services such as the SES and CFA, to ensure the policy and procedures meet current best practices
- engaging with the Country Fire Authority regarding fire safety awareness and training for the centre, including demonstrations of fire equipment, basic fire safety, smoke alarm, fire blankets and escape plans
- identifying staff and children requiring additional assistance in the event of an emergency (refer to centres *Emergency Management Plan*)
- ensuring all staff, parents/guardians, children, volunteers and students on placement understand the procedures to follow in the event of an emergency
- developing procedures to deal with loss of critical functions, such as power/water shut off.

- ensuring that children are adequately supervised at all times and protected from hazards and harm (refer to *Supervision of Children Policy*)
- ensuring that the *Emergency Management Plan* is followed in the event of an emergency
- informing the Approved Provider of any serious or notifiable incidents (refer to *Definitions*) that must be reported to DET or WorkSafe Victoria.
- keeping a written record of all visitors to the centre, including time of arrival and departure
- ensuring all staff, parents/guardians, children, volunteers, students on placement and others attending the centre are accounted for in the event of an evacuation
- providing support to children before, during and after emergencies
- checking that the attendance record (refer to *Definitions*) is completed at the beginning and end of each session
- providing feedback regarding the effectiveness of emergency and evacuation procedures to inform policy, procedures and manuals etc.
- completing the *Incident, Injury, Trauma and Illness Record*, as required
- attending first aid, emergency management and OHS training, as required
- communicating with parents about emergency procedures
- raising children's awareness about potential emergency situations and appropriate responses.

Parents/guardians are responsible for:

- familiarising themselves with the centre's emergency and evacuation policy and procedures and the centre's *Emergency Management Plan* (attached)
- ensuring they complete the attendance record (refer to *Definitions*) on delivery and collection of their children (refer to *Delivery and Collection of Children Policy*)
- providing emergency contact details on their child's enrolment form and ensuring that this is kept up to date
- reinforcing the centre's emergency and evacuation procedures with their child
- following the directions of staff in the event of an emergency or when rehearsing emergency procedures.

Volunteers and students, while at the centre, are responsible for following this policy and its procedures.

EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- review the policy to determine whether it adequately addresses a range of potential emergency situations
- regularly seek feedback from everyone affected by the policy regarding its effectiveness particularly following an emergency
- use information gained from spot checks and the *Incident, Injury, Trauma and Illness Record* to inform proposed changes to this policy
- revise the policy and procedures as part of the GRPSA policy review cycle, or as required by legislation, research, policy and best practice
- notify parents/guardians at least 14 days before making any change to this policy or its procedures.

AUTHORISATION

This policy was adopted by Goulburn Region Preschool Assoc. Inc. on 30th July 2012

Reviewed and Approved: 24th September 2016

Reviewed: May 2020

REVIEW DATE: MAY 2023