

Policy Statement

Activity Centres Inc. is committed to the ongoing safety of all Staff, children, families and visitors. All children and Educators will be aware of and practiced in, emergency procedures. In the event of an emergency these procedures will be immediately implemented. We are committed to identifying risks and hazards of emergency situations, and their ongoing review.

Procedures

- ✓ Coordinators and Educators will be guided to effectively respond to an actual or potential emergency by the Service's Emergency Procedures Manual.
- ✓ Emergency Planning Committee will meet yearly and be formed with representatives from Management, the Chief Warden and Educators. Coordinator or Responsible Person will act as Chief Warden.
- ✓ Risk assessments will include a range of emergency situations that apply to each individual location and situation.
- ✓ Management, Coordinators, and Educators will work together to identify potential emergency and evacuation situations and risks associated will be identified.
- ✓ Develop procedures around each potential emergency situation and ensure full awareness of procedures by all Educators through the provision of discussion at meetings, peer mentoring and professional development.
- ✓ Coordinators need to ensure that regular rehearsal and evaluation of emergency and evacuation procedures occur every 3 months in all care types.
- ✓ Emergency drills should be both scheduled and spontaneous.
- ✓ All Educators should be involved in evaluating and reflecting on the process to ensure that risk management procedures are refined and improved as needed.

Considerations

Education and Care Services National Law

301	National Regulations
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Education and Care Services National Regulations

Reg 97	Emergency and evacuation procedures
Reg 98	Telephone or other communication equipment
Reg 117A	Placing a person in day to day charge
Reg 168	Education and care service must have policies and procedures

Education and Care Services National Quality Standards

Quality Area	Standard	Element
QA 1 Educational program and practice	1.2 Practice	1.2.1 Intentional teaching
QA 2 Children's health and safety	2.2 Safety 2.2 Safety	2.2.1 Supervision 2.2.2 Incident and emergency management
QA 7 Governance and Leadership	7.1 Governance	7.1.2 Management systems

Activity Centres Inc. Policies and Procedures

Child Protection	Medication Administration
Child Safe Environment	Reporting to the Regulatory Authority
Enrolment	Responsible Person
Excursion	Security
Hazardous Materials	Staff Child Ratio
First Aid Policy - Management of Incident, Injury, Illness and Trauma	Staff Training
Medical Conditions	Supervision

Emergency Policy

My Time, Our Place

<u>Learning Outcome 1</u> Children have a strong sense of identity	<ul style="list-style-type: none"> Children feel safe, secure and supported
<u>Learning Outcome 3</u> Children have a strong sense of wellbeing	<ul style="list-style-type: none"> Children take increasing responsibility for their own health and physical wellbeing
<u>Learning Outcome 5</u> Children are effective communicators	<ul style="list-style-type: none"> Children interact verbally and non-verbally with others for a range of purposes

Legislation

NSW Fair Trading	Work, Health and Safety Act 2011
Safe Work NSW	Work, Health and Safety Regulation 2017

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Policy is only endorsed if initialled by 2 members of the management committee

Endorsed by the Management Committee 22 June 2021
Emergency Policy is to be reviewed by 22 June 2026