

Emergency Procedures.

Policy Statement.

We aim to provide an environment that provides for the safety and wellbeing of the children at all times. All children and staff will be aware of, and practised in, emergency and evacuation procedures. In the event of an emergency, natural disaster or threats of violence these procedures will be immediately undertaken.

Considerations.

National Standards Section 2.12 (Emergency procedures/fire drills)

Occupational Health and Safety.

Australian Standards.

Network's 'Fire Safety Guidelines'.

Procedure.

EMERGENCY EVACUATION.

Emergency evacuation procedures will be clearly displayed near the main entrance and exit of each room used by the centre.

All staff, including relief staff, will be informed of the procedure and their specific duties identified in their orientation to the centre. Staff will make arrangements as to duties undertaken in the absence of other staff.

Children and staff will practice the emergency procedure at least once per term, in all types of care, before school, after school and at the beginning of vacation care.

Drills will be conducted more regularly when there are new children.

No child or staff member is to go to their lockers or bags to collect personal items during an emergency evacuation. This would lead to confusion and delays.

Fire extinguishers will be installed and maintained in accordance with Australian Standard 2444. Staff will be instructed in their operation.

Staff will only attempt to extinguish fires if the fire is small, there is no threat to their personal safety, they feel confident to operate the extinguisher and all the children have been evacuated from the room.

The centre will install and maintain a fire blanket and smoke detectors.

Staff should be aware of bush fire danger and have appropriate training on the necessary procedures.

The NSW Fire Brigade Child Safety Unit should be contacted for advice and training on fire safety.

A copy of the Network's 'Fire Safety Guidelines' should be readily available and recommended procedures followed.

The evacuation plan will include:

Routes of leaving the building suitable for all ages and abilities. These should be clearly mapped out.

Plan of where the fire extinguishers are located displayed in a public place.

A safe assembly point away from access of emergency services.

An alternative assembly area in case the first one becomes unsafe.

List of items to be collected and by whom.

List of current emergency numbers.

Staff duties in the emergency.

Staff members will be nominated to:

Make the announcement to evacuate, identifying where and how.

Collect children's attendance records and parents' contact numbers.

Collect emergency services numbers.

Make the phone call to 000 or other appropriate service, management and parents as required.

Collect the first aid kit.

Check that the building and playground is empty and that all doors and windows are closed as far as possible, to reduce the spread of a fire.

Supervise the children at the assembly area, and take a roll call of children. Staff and be aware of any visitors.

When the emergency service arrives the Co-ordinator will inform the officer in charge of the nature and location of the emergency and if there is anyone missing.

No one should re-enter the building until the officer in charge has said it is safe to do so.

HARASSMENT AND THREATS OF VIOLENCE.

If a person/s known or unknown to the service harasses or makes threats to children or staff at the centre, or on an excursion, staff will:

Calmly and politely ask them to leave the centre or the vicinity of the children.

Be firm and clear and remember your primary duty is to the children in your care.

If they refuse to leave, explain that it may be necessary to call the police to remove them.

If they still do not leave, call the police.

If the Co-ordinator is unable to make the call another staff member should be directed to do so.

Where possible staff will calmly move the children away from the person.

No staff member is to try to physically remove the unwelcome person, but try to remain calm and keep the person calm as far as possible and wait for the police.

Staff should be aware of any unfamiliar person on the premises and find out what they want as quickly as possible and try to contain them outside the centre.

DATE ENDORSED-April 2009

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