

# EARLY YEARS POLICY

<b>Early Years Services Bush Kinder Emergency Evacuation</b>	Policy No:	QA 2.27
	Document No:	D15/73628
	Approved Date:	1 October 2015
	Approved By:	Manager Aged and Family
	Review Date:	9 July 2021
Responsible Officer:	Coordinator Early Years	
Authorising Officer:	Manager Community Strengthening	

## 1. Purpose

This Bush Kinder policy details the specific evacuation procedures for children, staff and volunteers attending the Bush Kinder program in response to an emergency or hazard that may arise during a session.

## 2. Scope

This policy applies to children, parents/guardians, staff, volunteers and students on placement working at Surf Coast Shire Kindergartens.

## 3. Application

All Surf Coast Shire Council Early Years Services staff, students, volunteers, children and their families accessing the services. The aim of this policy is to provide the appropriate response to such an incident or emergency to ensure the safety and wellbeing of all Bush Kinder participants.

## 4. Definitions

**Assembly point:** A predetermined and safe place for the Bush Kinder group to meet after an emergency evacuation.

**Emergency:** A sudden, unforeseen crisis (usually involving danger) that requires immediate action.

**Emergency evacuation:** Emergency evacuation is the immediate and rapid movement of people away from the threat or actual occurrence of a hazard.

**Evacuation route:** A predetermined and mapped safe route to move people away from a threat or danger. At Bush Kinder, the route taken will depend on the emergency/danger.

**Hazard:** The potential to harm a person's health or safety that can arise from the environment, equipment, substances, poor work design and inappropriate practices and procedures

There are a multitude of possible emergency situations that may arise at Bush Kinder. These include, but are not limited to:

- Fire / Bushfire
- Chemical hazards
- Missing child
- Aggressive dogs off leads
- Other animal intruders
- Uninvited person/stranger (threatening, causing a nuisance or unease for staff and participants)
- Toxic leak
- Hostage/siege
- Natural events, such as extreme weather, floods, severe winds, thunderstorm or earthquake
- The involvement of firearms or other weapons
- Hazardous substances incidents
- Medical emergency (refer to Incident and Medical Emergency Management Policy).
- Accident

## 5. Policy

### The Surf Coast Shire Early Years Management are responsible for:

- adhering to all requirements in Emergency Management Policy (EMP) and Incident, Injury, Trauma and Illness Policy
- monitoring and reviewing the WHS Bush Kindergarten Risk Assessment which identifies a number of potential hazards and risks and mechanisms for their treatment
- monitoring and reviewing (in consultation with staff) emergency evacuation procedures, a series of safe evacuation routes and assembly points
- ensuring emergency evacuation procedures are included in teachers' documentation carried at Bush Kindergarten
- ensuring a fully equipped First Aid Kit is included with the Bush Kindergarten gear and equipment, and that all staff are aware of the location
- conducting regular practice drills for Bush Kindergarten staff that includes the operation of communication systems and evacuation procedures
- ensure all staff, students and volunteers are inducted in relation to emergency evacuation
- ensure procedures are in place at Bush Kindergarten to identify which staff are in attendance at any one time, such as the sign-in sheet.

### Staff are responsible for:

- ensuring the safety of the children, fellow staff members and volunteers, protecting them from hazards at Bush Kindergarten.
- being aware of the Bush Kinder evacuation procedures set out in this policy, along with the evacuation assembly points in the different emergency scenarios.
- providing awareness and support to children before, during and after emergencies.
- providing input into the development of procedures to be followed in the event of an emergency situation, and contributing to the review of the procedures following an emergency incident.
- informing management and reporting notifiable incidents to the DET.
- recording incidents and displaying relevant information on the NQITS Portal.
- ensuring that all children, staff and volunteers are accounted for in the event of an evacuation.

### Parents/guardians are responsible for:

- reading and being familiar with the policy
- bringing relevant issues to the attention of both staff and management
- ensuring children are signed in and out as per the requirements of the Delivery and Collection of Children Policy
- supporting children's awareness and education in emergency situations
- following the directions of staff during an emergency, incident or drill.

### Relevant legislation includes but is not limited to:

- Occupational Health and Safety Act 2004
- Education and Care Services National Law Act 2010 (National Law)
- Education and Care Services National Regulations 2011 (The Regulations) and the National Quality Standard (Schedule 1 of the Regulations)

## 6. Records

Records shall be retained for at least the period shown below.

Record	Retention/Disposal Responsibility	Retention Period	Location
Not applicable			

## 7. Attachments

Not applicable

## 8. References

### Related Surf Coast Shire Council Early Years Services Policies

D15/74634	Bush Kindergarten Play Benefit and Risk Policy
D15/74620	Bush Kindergarten Delivery and Collection of Children Policy
D15/74610	Bush Kindergarten Snake Awareness and First Aid Policy
D15/74606	Bush Kindergarten Protective Clothing Policy
D15/74583	Bush Kindergarten Management of Dogs Policy
D15/74477	Bush Kindergarten Identification & Visibility Policy
D15/74476	Bush Kindergarten Extreme Weather Policy
D15/35312	Early Years Child Safe Environment Policy
D15/35364	Early Years Sustainability Policy

### Related Surf Coast Shire Council Early Years Services Work Instructions and Forms

D17/23581	WHS Bush Kindergarten Risk Assessment template
D18/71916	Bush Kindergarten Emergency Evacuation Work Instructions - Bellbrae Reserve
D18/71918	Bush Kindergarten Emergency Evacuation Work Instructions - Fishermans Beach
D18/71921	Bush Kindergarten Emergency Evacuation Work Instructions - Jan Juc Bush Site
D18/71923	Bush Kindergarten Emergency Evacuation Work Instructions - Point Roadknight
D18/71928	Bush Kindergarten Emergency Evacuation Work Instructions - Winchelsea Church
D18/71931	Bush Kindergarten Emergency Evacuation Work Instructions - Stribling Reserve
D18/71933	Bush Kindergarten Emergency Evacuation Work Instructions - Torquay Common
Under review	Bush Kindergarten Emergency Evacuation Work Instructions - YMCA
D19/111394	Bush Kindergarten Emergency Evacuation Work Instructions – Grass Tree Nature Reserve
D19/111386	Bush Kindergarten Emergency Evacuation Work Instructions – Deep Creek Reserve

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<b>Approval Date:</b>	01/10/2015	<b>Approved by:</b>	Manager Aged and Family
<b>Amendment/Review 1:</b>	21/09/2018	<b>Approved by:</b>	Manager Aged and Family
<b>Amendment/Review 2:</b>	09/01/2020	<b>Approved by:</b>	Manager Community Strengthening