



## Magill OSHC Emergency Management and Evacuation Policy

### Links to the National Quality Standards

QA2	2.2.3	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.
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### Links to the National Regulations

Regs	168(2)(e)	Policies and procedures in relation to emergency and evacuation
	97	Emergency and evacuation procedures

### Links to My Time, Our Place

LO3	Children become strong in their social and emotional wellbeing.
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### Aim

In the event that the service needs to be evacuated, we aim to conduct this in a rehearsed, timely, calm and safe manner to secure the safety of each person using the service. The safety and wellbeing of each child, educator and person using the service is paramount above any other consideration in the time of an emergency or evacuation. Any other procedures will be carried out only if it is safe to do so.

### Related Policies

Emergency Service Contact Policy

Lockdown Policy

Incident, Injury and Trauma and Illness Policy

Administration of Authorised Medication Policy

Death of a Child Policy

Medical Conditions Policy

### Implementation

The Approved Provider or Nominated Supervisor is responsible for ensuring our service has an Emergency Management Plan (EMP) in place that has considered all relevant risks, includes procedures for evacuation, lockdown, emergency response procedures and drills and training schedules.

Our EMP will be developed by the Approved Provider or Nominated Supervisor.

The Approved Provider or Nominated Supervisor is responsible for:

- **Identifying the risks and threats that could produce an emergency situation.**

They will conduct a risk assessment to identify potential emergencies that could affect our service and use this to prepare emergency and evacuation procedures. An evacuation may be necessary in the event of a fire, chemical spill, bomb scare, earthquake, siege, flood etc. Local emergency services will be consulted for advice including local fire services, police, ambulance, local government, community leaders and other relevant agencies. The advice will include information about evacuation routes and assembly points, and take into account accessibility for adults or children with special needs.

- **Developing the EMP** which will include:
  - Emergency contact details for people who have specific roles or responsibilities under the Emergency Management Plan
  - Contact details for local emergency services
  - A description of how we will alert people to an emergency Evacuation procedures including how we will assist any child or person with special needs
  - A map of the service showing the location of fire equipment, emergency exits and assembly points
  - Processes to ensure staff are trained in our emergency procedures
  - Processes we will follow after an incident.
  - Procedures we will follow to test our Emergency Management Plan and familiarise our children and staff with the Emergency Management Plan.

- **Ensuring the EMP can be easily identified and is accessible.**

The EMP or a summary of the EMP will be displayed on exit doors.

- Ensuring that visitors and relief staff are aware of the emergency response procedures.
- Implementing the EMP including:
  - **Disseminating information** about the Emergency Management Plan and the procedures relating to emergency management and evacuation to staff, children, visitors and families. Families will receive written notification from the service. We will use informal games and discussions to familiarise children with our evacuation and emergency procedures.
  - **Scheduling training for** the IMT and all educators, staff and volunteers. This will include ensuring educators are provided with training on how to use fire extinguishers, fire blankets and other emergency equipment. Training may include evacuation drills, identifying assembly points and the location of emergency equipment, first aid arrangements and how to turn off the electricity and gas supplies. All new educators and staff will receive training during their induction and refresher training for all educators and staff will take place at least annually.
  - **Testing** the Emergency Management Plan every quarter

- **Reviewing** the EMP annually.
- Keeping records of all emergencies.
- Keeping records of meetings and emergency drills.

## **Emergency Management Plan Procedures**

The Approved Provider or Nominated Supervisor is responsible for implementing the attached procedures when an emergency situation arises (Appendix A).

## **Communication**

We will ensure we have access to reliable communication channels in the event of an emergency by maintaining access to a telephone (such as fixed-line telephone or mobile phone) at all times.

Our main telephone is located in the OSHC Directors office.

If there is a complete loss of electricity and the telephones at the service are not available, a mobile phone will be provided and ready to use at all times to ensure educators can make emergency contact.

## **Emergency Communication Plan**

We will ensure all educators, staff, visitors, volunteers and families are aware of our emergency evacuation procedures through:

- the display emergency telephone numbers prominently throughout the service in the following locations, including near telephones or available near mobile phones –

(INSERT LOCATION HERE)

- the display of evacuation diagrams based on our floor plans prominently near each exit –
- (INSERT LOCATION HERE)

The Evacuation Diagram will include:

- an A3 size diagram of the floor or area
- a title eg Evacuation Plan
- the “You are here” location
- designated exits in green
- communication equipment and where installed in red
- hose reels, hydrants, extinguishers in red.
- designated shelter-in-place location and assembly area.
- date plan validated.
- location of assembly areas
- a legend.

- Regular reminders to families via newsletters that we maintain a Register of emergency telephone numbers for families and we must have current contact information. The Register is located in the following location staff area table.

## **Emergency and Evacuation Procedures and Drills**

### **Rehearsal Evacuation Drill (Every Three Months)**

The service will add to each child's sense of security, predictability and safety, and ensure all educators and staff are familiar with our emergency evacuation procedures, by conducting rehearsal evacuation drills every three months. We will develop a schedule for conducting drills for the different types of emergencies identified in our Emergency Management Plan

The drills:

- will take place at various times of the day and week (rather than always on a Tuesday at 10 am for example) to ensure all children and staff members get the opportunity to rehearse. All persons present at the service during the evacuation drill must participate accordingly.
- will be documented and assessed against specific outcomes. We will appoint an observer to evaluate our drills using the checklist at Appendix C.
- will be immediately followed by a debriefing session to identify any improvements that may be made to the procedures. Any staff training needs will be identified and action taken to implement the relevant training.

## **Maintenance of Fire Equipment**

We will maintain our fire equipment in accordance with the Australian Standards AS 1851-2012. Please refer Appendix B.

### **Sources**

Education and Care Services National Regulations 2011

National Quality Standard

Australian Standards 1851-2005 "Maintenance of Fire Protection Systems and Equipment"

Work Health and Safety Act 2012

Work Health and Safety Regulations 2012

Fact Sheet Emergency Plans – Safe Work Australia

Guide to Developing an Emergency Management Plan - DEECD Victoria

### **Review**

The policy will be reviewed annually or when there are changes to the service which may affect the Emergency Management Plan such as renovations or changes to the number of staff or children. The review will be conducted by:

- Management
- Employees
- Families
- Interested Parties

## Appendix A

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### Emergency Procedures

#### Evacuation procedures: on-site and offsite

If it is unsafe for children, staff and visitors to remain inside the building, the children's service will be evacuated. The Approved Provider or Nominated Supervisor will take charge and activate the emergency evacuation procedures (or activate the Incident Management Team) by:

- sounding a warning. Any educators on breaks will return to their group of children to assist with the evacuation.
- Calling 000.
- Informing emergency services of the nature of the emergency (e.g. "There is smoke in the building").
- Determining which on-site or off-site evacuation assembly point will be used.
- evacuating staff, children and visitors out of the building in accordance with the evacuation plan, checking toilet, kitchen, playrooms and cot rooms to the assembly area.
- Taking the children's attendance list (sign in/sign out roll), staff roster and the Emergency Kit/First Aid kit.
- liaising with educators to ensure all children, staff and visitors are accounted for once at assembly area.
- Supervising and reassuring children assisted by educators.
- Waiting for emergency services to arrive or provide further information.

#### Lockdown procedures-Refer Lockdown Policy

#### Lockout Procedure

The following lockout procedure will be used when an internal immediate danger is identified and it is determined that children should be excluded from buildings for their safety. The Approved Provider or Nominated Supervisor

- Activates lockout procedures.
- Announces lockout with instructions about what is required. Instructions may include nominating staff to:
  - lock doors to prevent entry
  - check the premises for anyone left inside
  - obtain Emergency Kit.
- Contacts emergency services on 000.
- Goes to the designated assembly area.
- Checks that children, staff and visitors are all accounted for.

#### Actions after lockout

- Determine if there is any specific information staff, children, parents and visitors need to know (e.g. areas of the facility to avoid).

- Ensure any children, staff or visitors with medical or other needs are supported.
- Follow up with any children, staff or visitors who need support.
- Prepare and maintain records and documentation.
- Undertake operational debrief to review the lockout and procedural changes that may be required.
- Notify the Regulatory Authority of incident as set out in our Incident, Injury, Trauma and Illness Policy.

### **Shelter-in-place procedures**

The following shelter-in-place procedure will be considered when an event takes place outside of the children's service and emergency services determine the safest course of action is to keep children and staff inside a designated building in the children's service until the external event is handled.

If a shelter-in-place action is determined the Approved Provider or Nominated Supervisor :  
activates shelter-in-place procedures.

- Moves all children, staff and visitors to the pre-determined shelter-in-place area.
- Obtains emergency kit.
- Notifies parents/families if the shelter-in-place is going to extend beyond the services hours of operation.
- Notifies the Regulatory Authority of incident as set out in our Incident, Injury, Trauma and Illness Policy.

### **Emergency response procedures (specific emergencies)**

#### **FIRE**

All staff will remain calm and report the outbreak of fire immediately to the Approved Provider or Nominated Supervisor who will:

- activate the fire alarm.
- Phone **000** to notify the fire brigade.
- Extinguish the fire (**if safe to do so**).
- Implement evacuation procedures if threat exists and close all doors and windows.
- Check that all areas have been cleared.
- Check children, staff and visitors are accounted for.
- Notify the Regulatory Authority of incident as set out in our Incident, Injury, Trauma and Illness Policy.

#### **BUSHFIRES/GRASS FIRES**

Refer Bushfire Policy

#### **SEVERE WEATHER /STORMS AND FLOODING**

The Approved Provider or Nominated Supervisor will direct educators and staff to:

- Store or secure loose items external to the building, such as outdoor furniture.

- Secure windows (close curtains & blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required.
- Protect valuables and disconnect electrical equipment – cover and/or move this equipment away from windows.
- (During a severe storm) remain in the building and ensure they and children keep away from windows. Restrict the use of telephone landlines to emergency calls only.
- Tune in to ABC radio if possible to follow any emergency instructions.
- Report to the Approved Provider or Nominated Supervisor regarding the status of children, staff and visitors safety.

After the storm passes, the Approved Provider or Nominated Supervisor will evaluate the need to evacuate if uncontrolled fires, gas leaks, or structural damage has occurred as a result of the storm.

### **PANDEMIC**

The Approved Provider or Nominated Supervisor will:

- Ensure basic hygiene measures are in place including the display of hygiene information.
- Provide convenient access to water and liquid soap and/or alcohol-based sanitiser.
- Educate staff and children about covering their cough to prevent the spread of germs.
- Stay alert and follow any instructions issued by Health authorities.
- Be prepared for multiple waves.
- Notify the Regulatory Authority of incident as set out in our Incident, Injury, Trauma and Illness Policy.

### **BOMB/CHEMICAL THREAT**

The Approved Provider or Nominated Supervisor will implement the following procedures:

- If a bomb/chemical threat is received by telephone:
  - **stay calm**
  - **do not** hang up
  - refer to the bomb threat checklist.
- If a bomb/chemical threat is received by mail:
  - avoid handling of the letter or envelope
  - place the letter in a clear bag or sleeve
  - inform the Police immediately.
- If a bomb/chemical threat is received electronically or through the service’s website:
  - do not delete the message
  - contact police immediately.
- Ensure doors are left open.
- **Do not** touch any suspicious objects found.
- If a suspicious object is found or if the threat specifically identified a given area, then evacuation may be considered.
- Notify the Regulatory Authority of incident as set out in our Incident, Injury, Trauma and Illness Policy.

## **MAJOR EXTERNAL EMISSIONS/SPILL (includes gas leaks)**

The Approved Provider or Nominated Supervisor will:

- Call the Fire Brigade on 000.
- Turn off gas supply.
- If it's a gas leak onsite, notify the gas provider (number can be found on the emergency numbers and key contacts page).
- Implement evacuation procedures.
- Check staff, children and visitors are accounted for.
- Await 'all clear' or further advice before resuming normal children's services activities.
- Notify the Regulatory Authority of incident as set out in our Incident, Injury, Trauma and Illness Policy.
- Notify WorkSafe if required.

## **INTERNAL EMISSION/SPILL (e.g. cleaner's storeroom)**

The Approved Provider or Nominated Supervisor will:

- Move staff/children away from the spill to a safe area.
- If safe to do so, direct staff to clean the spill. Personal Protective Equipment should be worn as per the requirements of the Material Safety Data Sheet.
- Contact the Fire Brigade if the nature of the emission/spill is unknown or it is unsafe to manage.
- Notify WorkSafe ACT if required.

## **EARTHQUAKE**

- Don't panic.
- If outside
  - The Approved Provider or Nominated Supervisor will instruct staff and children to:
  - Stay outside and move away from buildings, streetlights and utility wires.
  - DROP, COVER and HOLD
    - DROP to the ground
    - Take COVER by covering their head and neck with your arms and hands
    - HOLD on until the shaking stops.
- If inside
  - The Approved Provider or Nominated Supervisor will instruct staff and children to:
  - Move away from windows, heavy objects, shelves etc.
  - DROP, COVER and HOLD
    - DROP to the ground
    - Take COVER by getting under a sturdy table or other piece of furniture or go into the corner of the building covering their faces and head in their arms
    - HOLD on until the shaking stops.

After the earthquake the Approved Provider or Nominated Supervisor will:

- Evaluate the need to evacuate if there are uncontrolled fires, gas leaks or structural damage to the building.
- Instruct educators, staff and children to watch out for fallen trees, power lines, and stay clear of any structures that may collapse.
- Ask educators and staff about the status of staff, children and visitor safety.



- Arrange medical assistance where required.
- Instruct educators and staff to help others if possible.
- Tune in to ABC radio if possible to follow any emergency instructions.

If there is damage to the facility and it is OK to do so, you may take notes and photographs for insurance purposes.

**MEDICAL EMERGENCY**

- Check for any threatening situation and remove or control it (if safe to do so).
- Remain with the casualty and provide appropriate support.
- Notify First Aid Officer and the Approved Provider or Nominated Supervisor.
- Notify the ambulance by dialling '000'.
- The Approved Provider or Nominated Supervisor will designate someone to meet and direct the ambulance to the location of the casualty.
- Do not leave the casualty alone unless emergency help arrives.
- Do not move the casualty unless exposed to a life threatening situation.

Refer "Administration of First Aid" in our Incident, Injury, Trauma and Illness Policy.

**INTRUDER/PERSONAL THREAT**

- Notify the Approved Provider or Nominated Supervisor who will request assistance from the police by dialling '000'.
- Do not do or say anything to the person to encourage irrational behaviour.
- Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants.
- The Approved Provider or Nominated Supervisor will determine if evacuation or lockdown is required. Evacuation only should be considered if safe to do so.

## Bomb/substance threat checklist

*This checklist should be held by persons who regularly accept incoming telephone calls.*

**KEEP CALM**

CALL TAKER		CALL TAKEN	
Name		Date/Time:	
Telephone #		Duration of	
Signature		Number of	

**Complete the following for a BOMB THREAT**

QUESTIONS	RESPONSES
When is the bomb going to explode?	
Where did you put the bomb?	
What does the bomb look like?	

What kind of bomb is it?	
What will make the bomb explode?	
Did you place the bomb?	
What is your name?	
Where are you going?	
What is your address?	

**Complete the following for a SUBSTANCE THREAT**

QUESTIONS	RESPONSES
When will the substance be released?	
Where is it?	
What does it look like?	
When did you put it there?	
How will the substance be released?	
Is the substance a liquid, powder or	
Did you put it there?	

CHARACTERISTICS OF THE CALLER	
Sex of caller	
Estimated age	
Accent if any	
Speech impediments	
Voice (loud, soft, etc)	
Speech (fast, slow etc)	
Dictation (clear, muffled, etc)	
Manner (calm, emotional,	
Did you recognise the voice?	
If so, who do you think it	
Was the caller familiar with ea?	

LANGUAGE	
<input type="checkbox"/> Abusive	<input type="checkbox"/> Taped
<input type="checkbox"/> Well Spoken	<input type="checkbox"/> Irrational
<input type="checkbox"/> Incoherent	<input type="checkbox"/> Message read by caller
<input type="checkbox"/> Other (Specify)	

BACKGROUND NOISE	
<input type="checkbox"/> Music	<input type="checkbox"/> Local call
<input type="checkbox"/> Machinery	<input type="checkbox"/> Long Distance Call
<input type="checkbox"/> Aircraft	<input type="checkbox"/> Other (specify)

**EXACT WORDING OF THREAT**

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**ACTIONS**

REPORT CALL TO:	
ACTIONS:	

## Appendix B

### Maintenance of Fire Equipment

Services will have some or all of the following fire safety equipment depending on which building regulations and provisions apply. These requirements are in the Building Code of Australia, Australian Standards and State building regulations and local council requirements. All fire equipment at our service will be maintained in accordance with the Australian Standards.

<b>Key</b>	
<b>Inspection Procedure of Fire Safety Installations (F.S.I)</b>	<ol style="list-style-type: none"> <li>1. Inspect for obvious visual faults.</li> <li>2. Inspect for faults and witness test of F.S.I by a competent person</li> <li>3. Inspect for faults where possible and accept logbook details of F.S.I</li> <li>4. Check Building file for details of any extra requirements.</li> </ol>
<b>Required Record of Keeping Fire Safety Installations (F.S.I)</b>	<p>L = log book required                      R = record of maintenance required                      T = Metal tag on F.S.I or service details/service label                      (Y) = Weekly test may be omitted refer AS 1851-2005</p>

Special Fire Service	Inspection Procedures for FSI	Required Record Keeping for FSI	Maintenance Schedule							Annual Survey of Installation	Maintenance Standard or Building Preference
			Wk	Mth	3 Mth	6 Mth	12 Mth	3 Yr	5 Yr		
Fire Mains	1					Y	Y	Y			1851-Section 2 & 4
Fire Hydrants (including internal & external hydrants, boosters connection/s and water storage tanks)	2	L-T				Y	Y		Y	Y	1851- Section 4
Fire Pumpsets	2	L-T	(Y)	Y		Y	Y		Y	Y	1852 – Section 3
Fire Hose Reels	2	R-T				Y	Y			Y	1851- Section 14

Fire Extinguishers (Portable)	2	R-T				Y	Y		Y	Y	1851- Section 15
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**Fire Fighting Equipment**

External agencies will be employed to assist the service with this maintenance if no currently employed educators are qualified to complete the maintenance checks.

## Appendix C

### Emergency Drill/Exercise 'Observer' Record

Item	Yes ✓	No ✓
Were emergency services briefed on exercise prior to exercise being started?		
Did the person discovering the emergency alert the other occupants?		
Was the alarm activated?		
Was the emergency service notified promptly?		
Did staff direct persons from the building/site per the evacuation procedures?		
Were isolated areas searched?		
Was the evacuation logical and methodical?		
Did someone take charge? If yes, who?		
Did occupants act as per instructions?		
Was a roll call conducted for:		
Children		
Staff		
Visitors (including contractors and volunteers)		
Was someone appointed to liaise with the emergency service/s?		
Was someone appointed to liaise with the parents/community?		
Was the emergency service given the correct information?		
Did anyone re-enter the premises before the "all clear" was given?		
Did anyone refuse to leave the building/site?		
Area of Emergency plan tested by current exercise:		

## **POLICY STATEMENT**

The Magill OSHC Service aims to provide a safe environment in which children can relax and play free from harm. In the event of an accident, appropriate first aid will be applied by trained staff. If an emergency or natural disaster occurs at the service the children and staff will be well practiced in the procedures required to ensure the safety and well-being of everyone present, as far as possible.

## **HOW POLICY WILL BE IMPLEMENTED (specific policies and procedures)**

### **Emergency procedures**

The following specific policies and procedures will apply:

Emergency evacuation procedures will be clearly displayed near the main entrance and exit of each room used by the OSHC service, and are to be followed in the event of fire, natural disaster or other emergency.

### **The evacuation plan will include:**

- *a safe assembly area, with its own escape route, away from access areas for emergency services and the building*
- *second and third assembly areas in the event that the first assembly area becomes unsafe.*
- *unobstructed routes for leaving the building, and which are suitable to the ages and abilities of the children (special consideration will be given to the evacuation of children with disabilities)*
- *a person nominated to collect the attendance roll and parents' emergency contact numbers, and at the assembly area, check the roll to ensure that all children and staff are present*
- *a list of current emergency services contact numbers and a person nominated to phone the relevant emergency service*
- *a person nominated to check that the building is empty and that all doors and windows are closed to contain the spread of fire*
- *a person nominated to supervise the children at the assembly area.*

When the emergency services arrive, the director will inform the officer in charge of the nature and location of the emergency, and of any missing children or staff.

No-one will re-enter the building until advised it is safe to do so by the officer in charge of the emergency service. Fire extinguishers will be installed and maintained in accordance with Australian Standard 2444.

**Safety and evacuation drills involving staff and children will be practised in before school care and after school care at least once a term, and at least once during each vacation care program, when most children are present.**

#### **SAFE INSIDE– External Threat Procedure**

1. Where there is an external threat such as harassment from an individual or group or some other external risk, the Director or nominated person will **blow the whistle** and staff will help gather the children inside the building.
2. If it is a child first who becomes aware of the risk, he/she should alert other children nearby to immediately go inside, and **inform the Director of what is happening.**
3. Once all children are inside **the doors and windows will be closed and locked.**
4. **The roll will be called** and any absentees reported to the Director.
5. **The police will be called** to attend (**Ring 000**) or (**Ring 112**) from a mobile phone
6. **Children will be calmed down and kept clear of the windows and doors.**

#### **Accidents**

The following specific policies and procedures will apply.

Parents are required to provide written authority (included in the Enrolment Form) for staff of the service to seek medical attention for their child, if required.

#### ***When a minor accident occurs at the service, staff will:***

- assess the injury
- attend to the injured child and apply first aid
- check that no-one has come into contact with the injured child's blood or body substances or require anyone who has come into contact to wash any contaminated areas in warm soapy water
- clean up the spill using disposable gloves if there is bleeding
- contact the parent (depending on the nature of the injury). If the parent is unable to be contacted at the time of the accident they will be informed about the incident when they arrive to collect their child
- write full details about the incident and the treatment given in the Accident/Illness Record which will be signed by the parent, and/or meet the Governing Council's requirements of reporting.

#### ***When a serious accident which requires more than first-aid treatment occurs at the service, the director or another staff person qualified in first aid and CPR, will:***

- attend the injured child and apply first aid
- assess the injury and decide whether an ambulance should be called.

***Staff members shall not transport a sick or injured child unless an ambulance is not readily available or the child's injury or illness indicates that immediate action is required.***

#### **If an ambulance is called:**

- a staff member will comfort and calm the child at all times
- a staff member will accompany the child the child's medical record will be taken with the child



### **The Director, or another staff member will:**

- contact the child's parents or emergency contact person to advise them of the incident and where their child has been taken. Every effort should be made to reassure the parent at this stage that every reasonable step has been taken
- ensure that any contact with the injured child's blood or body fluids has been appropriately dealt with
- write a full report of the accident detailing the incident and the action taken. Details will be recorded on an Accident/Illness Report form and a copy given to the parent. Details will also be entered onto the service's Accident/Illness Record and signed by the parent. An ED 155 form will also be completed and a copy kept by the service and the school principal. If the accident is likely to result in complications or where the principal considers that legal action may be taken against the department, the form should be forwarded to the District Office (see departmental AIG 1-92 to 94).
- It is expected that any costs incurred in ensuring prompt medical attention for a child will be met by the parents. The service will provide parents with information on available insurance cover for these and other accident-related costs.
- Accidents which result in death or serious injury to employees (including an injury likely to cause absence from employment for 10 or more working days) must be reported to the appropriate authorities under section 19(3) of the OHS&W Act 1986 (SA) together with a report to DECS.

### **First Aid**

- ***At least one staff member with a current senior first-aid qualification, including CPR, will be on duty at the service at all times children are there.***
- A fully equipped and updated first-aid kit will be kept at the service out of reach of children but easily accessed by staff. The first-aid kit, together with someone in charge, must comply with regulations.
- The first-aid kit will be stocked at all times. The nominated person will replenish it as soon as practicable after use, and regularly check to make sure the kit is complete and that the stock has not deteriorated.
- A cold pack will be kept in the freezer, for the treatment of bruises and sprains.
- First aid will be administered by a staff person qualified in first aid.
- First aid will be administered only in the event of minor accidents or to stabilise an injured person until expert assistance arrives.
- The OSHC Advisory committee/Governing Council will ensure that adequate funds are allocated to ensure that staff members' first-aid certificates are updated as required.
- The telephone number of the Poisons Service at the Women's and Children's Hospital will be displayed next to the telephone. (see also the Excursions policy in Programming starting page 1.61.)

## Harassment

Any person(s) known or unknown to the service who harass or make threats to children at the service or on an excursion will be calmly asked to leave the service or the vicinity of the children. Refusal to leave will necessitate the director calling the police to remove the person(s). Where possible, staff will calmly move the children away from the person(s).

## Transport

- Parents will be required to give written consent if a child is to be transported from one place to another.
- **A private vehicle may be used to carry children on excursions or on an emergency or to and from school and the OSHC service as passengers only if:**
  - it is equipped with seat belts
  - it is registered and there is reason to believe that it is in safe mechanical condition
  - it is comprehensively insured. In the event that a vehicle involved in an accident is not comprehensively insured and the Governing Council is required to cover any damage costs, the Governing Council will take steps to recover the money from the staff or volunteer member.
  - the driver has a full and there is reason to believe that they are safe and responsible behind the wheel. 'L' and 'P'- plate drivers will not carry children.
- Before the journey begins a person in charge should ensure that:
  - no child has a seat not fitted with a seat belt
  - every child has their seat belt on and secured
  - the vehicle is not overloaded, as this could impede the driver and jeopardise insurance entitlements should there be an accident.
- In the event of vehicle breakdown or a minor accident, the staff person in charge, or driver, will phone the service to inform the director/coordinator and will organise alternative transport. They will ensure that the children are kept safe and secure at all times. The director/coordinator will inform parents, if necessary.
- All vehicles and persons involved in transporting children to and from the service will carry the service's name, address and contact number at all times.
- In case of an accident, the staff person or driver will, if possible:
  - ensure children are always safe and secure
  - comfort and calm children
  - phone emergency services and police, if necessary
  - contact the School/OSHC service to inform the Principal/coordinator
  - follow the service's procedures for accidents.
- When department school buses are used to transport children, site-specific procedures will be developed with reference to departmental AIG 1-124 School transport.
- Further information can be found in departmental AIG 1-126 Transporting Children in Private Motor Vehicles.

## Storage of potentially dangerous products

- All staff will be made aware which products may pose a danger to children in the service.
- All potentially dangerous products will be clearly labelled and stored out of reach of all children. Material Safety Data Sheets (MSDSs) obtained from the manufacturer will be attached to all chemicals or potentially hazardous materials
- Storage areas will be clearly labelled to assist relief staff.

- Staff will discuss the dangers of certain products with the children.
- Where practical, information about the safe storage of potentially dangerous products will be displayed and drawn to the attention of parents, as appropriate.

#### **Maintenance of buildings and equipment**

- All work areas (including outdoor play areas) and equipment must be checked regularly by the staff to ensure they are clean and safe.
- Power points will be to an approved safety standard and fitted with approved safety shutters or with an earth leakage circuit breaker.
- The use of small electrical appliances and cords will be restricted to times and areas strictly supervised by staff and kept out of areas where children have unrestricted activities.
- Any glazed area accessible to children will be glazed in accordance with Australian Standard 1288, or will be effectively guarded by rails or barriers to prevent a child striking or falling against the glass.
- Staff members who become aware of faulty or broken equipment will remove this equipment from use and advise the Director/Principal of the need for its replacement or repair.

#### **Before school care procedures**

- On arrival, all children must be signed in by a parent.
- At 8.25am, children will be handed over to the teacher on yard duty.
- When children first begin school, parents may arrange for the staff member to take the child to their classroom.

#### **After school care procedures**

- All children will be signed in by the staff member.
- All children will be collected and signed out by a parent or approved person.
- Children may not go home unaccompanied unless prior permission in writing has been given by the parent/guardian.
- If a Magill School child booked in for the program has not arrived 15 minutes after school has finished, the Assistant Director will contact the front office to find out why or enlist some help.
- If the child has been located, the school staff will notify the OSHC Director. If the child arrives at the service, the Director will notify the school staff immediately.
- If the child cannot be found, the Director will ensure that the child's parents and the police are informed.