

**Purpose**

Greater Hume Children Services staff and Educators will develop plans to effectively manage incidents and emergencies in consultation with relevant authorities and that ensure that all plans are practiced and implemented.

**Scope**

Staff, management, Educators, Relief Educators, parent/guardians and volunteers.

**Definitions**

Educators: are fully licensed registered educators in accordance with service policy and procedure.

Relief Educators: are fully licensed and registered relief educators in accordance with service policy and procedure.

**Policy Content**

Greater Hume Children Services will:

- i. ensure that Educators conduct an annual risk assessment on their properties and make themselves aware of potential hazards and high risk situations e.g. flood warnings, extreme fire warning declarations.
- ii. ensure a copy of emergency plan and fire evacuation procedure is displayed on the Educators notice board or in a prominent position of the home.
- iii. ensure that additional assessment is undertaken in relation to properties identified as being remote or high risk.
- iv. every three months ensure a fire drill is carried out. A written record is kept of each drill and a copy kept in the Educator's file at the coordination unit.
- v. ensure all required fire protection equipment is inspected by an authorised person every six months or after use. A copy of the certificate of inspection must be stored in the Educators file at the coordination unit.
- vi. educators are to practice emergency procedures with all children in care at least once every three months so that they and the children are prepared for emergencies. A record of each emergency practice is to be taken and kept at the service for a period of three (3) years after the practice.
- vii. ensure Educators follow the requirements of the Emergency Evacuation Procedures in relation to the specific items listed in the Relocation Kit.
- viii. ensure all Educators have ready access to an operating telephone or other similar means of communication at all times.

**Links to Policy**

Greater Hume Shire Child Protection Policy and Procedure (No 75)

Greater Hume Shire Council Model Code of Conduct

Staffing including: Code of Conduct; Determining the Responsible Person Present; Participation of Volunteers and Students (GHCS.GOV.POL.010.1)

Incident Injury Trauma and Illness (GHCS.GOV.POL.008.1)

Emergency and Evacuations (GHCS.GOV.POL.006.1)

Health and Safety including matters relating to: Nutrition Food and Beverages and Dietary Requirements; Sun Protection; Water Safety; Administration of First Aid (GHCS.GOV.POL.007.1)  
Assessment Approval and Reassessment of Approved Family Day Care Residences and Family Day Care Venues (GHCS.GOV.POL.016.1)  
Engagement and Registration of Family Day Care Educators (GHCS.GOV.POL.017.1)  
Monitoring Support and supervision of Family Day Care Educators (GHCS.GOV.POL.019.1)  
Fit and Proper Assessment of Family Day Care Educators Assistants and Adults Residing at the Family Day Care Premises (GHCS.GOV.POL.020.1)  
Visitors to the Family Day Care Residence and Venues (GHCS.GOV.POL.021.1)  
Provision of Information assistance and Training to Family Day Care Educators (GHCS.GOV.POL.022.1)

### Links to Procedures

Emergency and Evacuation Procedure  
Incident Injury Trauma and Illness Educator Procedure  
Incident Injury Trauma and Illness Office Procedure  
Child Safe Environment Educator Procedure  
Child Safe Environment Office Procedure  
Code of Conduct Procedure Including Determining the Responsible Person Present and Participation of Volunteers and Students  
Sun Protection Procedure  
Water Safety Procedure

### References

Australian Children's Education and Care Quality Authority (2011). Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011  
Australian Children's Education and Care Quality Authority (2011). National Quality Standards  
Australian Children's Education and Care Quality Authority (2011). Guide to the National Quality Framework  
Australian Children's Education and Care Quality Authority (2011). Guide to the National Quality Standard  
Firth, J, Kambouris N, & O'Grady O. (2003). Health and Safety Model Policies and Practices. (2nd ed.)  
National Health and Medical Research Council. (2005). Staying Healthy in Childcare: Preventing Infectious Diseases in Child care (4th Ed.)

### Responsibility

Service Manager

### Relevant Legislation

Education and Care Services National Regulations 2011 90, 168 (2) (d)  
Education and Care Services National Law Act 2010  
Public Health Act 2010 (NSW)  
Food Act 2003 (NSW)  
Workplace Health & Safety Act 2011

### Associated Records

Document Control

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