



1. Policy Information

Policy title	OOSH Emergency Policy & Procedures
Policy version	O2.1
Classification	OOSH
Review cycle	1 year
Last review date	April 2024
Implementation date	April 2024
Next review date	April 2025
Approval Authority	Approved Provider (Principal), DPP, OOSH Nominated Supervisor
Person/s responsible for policy	OOSH Nominated Supervisor

2. Overview

Toongabbie Christian College (the 'College') Out of School Hours (OOSH/the 'Service') is located on a single level building with both stair and ramp access. OOSH will provide an environment that ensures the safety and wellbeing of all children, staff, parents/carers and registered visitors at all times ("My Time, Our Place" 1.1, 3.1).

In implementing the practice sessions of emergency procedures with children, educators will encourage children to discuss possible scenarios where emergency procedures may be required and support children to come up with solutions and ideas for improving on the procedures in order to avert/respond to emergency situations ("My Time, Our Place" 4.2).

Opportunities may be made available for older children to assist younger students during the practice ("My Time, Our Place" 5.1 and 5.2).

While this document will be reviewed every year as part of the annual risk assessment process, revisions may be made prior to the review date as the result of the Service becoming aware of any potential risk that would require adjustments to be made.

This policy is in use at any time where a child is signed in at the Service. In the event of an emergency where there are no children signed in, educators must follow the College's *Emergency Policy & Procedures*.

3. Policy

3.1 General Principles

- 3.1.1 All children and educators will be aware of and be practiced in emergency and evacuation procedures.
- 3.1.2 In the event of an emergency, natural disaster or threats of violence, the following procedures will be implemented.
- 3.1.3 A risk assessment will take place every year to identify potential risk, or as soon as practicable after becoming aware of a potential risk, and adjustments will be made accordingly.
- 3.1.4 Children, educators and visitors need to comply with the procedures for emergency and evacuation as outlined in *Appendix A*, *Appendix B* and *Appendix C*.

- 3.1.5 The Evacuation Diagram (ie Evacuation Floor Plan) is displayed at all external doors to the Service.

4. Procedures

4.1 Evacuation and Practices

- 4.1.1 Evacuation procedures and floor plans will be clearly displayed in a prominent position near the main entrance and exit of each room used by the Service.
- 4.1.2 All educators will be informed of the procedure and their specific duties identified in their orientation to the Service.
 - 4.1.2.a Educators will make arrangements as to duties undertaken in the absence of other educators.
- 4.1.3 Educators will discuss the emergency procedures with the children and the reasons for practicing prior to each emergency practice being undertaken. Following each practice, children should be reassured and their suggestions and comments welcomed for how the practice might be improved to provide them with an understanding of the process.
- 4.1.4 Children, educators and visitors will practice the emergency procedure (both evacuation and lockdown) at least every 3 months (once a term), in all types of care (ie before school, after school and at the commencement of Vacation Care).
- 4.1.5 All emergency practices will be recorded with the date, time and length of time it took to leave the building. Additional comments on recommendations for improvements can also be included in the record. These records are kept for 7 years. After 1 year, these are moved to College archives and are accessible via the College Office Manager.
 - 4.1.5.a The information needs to be tabled at the termly meeting of the College's WHS Committee.
- 4.1.6 Parents/Carers will be informed about practices via the kiosk, and will need to acknowledge the notification prior to signing their child in/out.

4.2 Fire Safety

- 4.2.1 The Service will maintain a fire blanket and smoke detectors and have them checked regularly as per the regulations.
 - 4.2.1.a This is organised by the College.
- 4.2.2 Portable Fire Extinguishers will be installed and maintained in accordance with Australian Standard 2444 - 2001. Educators will be instructed on how to operate during the College's Annual Compliance Session.
- 4.2.3 Emergency lighting will be installed and maintained in accordance with Australian Standard AS 2239.1 - 2005 BCA E4.2 & E4.4.
- 4.2.4 Exit signs will be installed and maintained in accordance with Australian Standard AS 2239.1 - 2005 BCA E4.5, E4.6, E4.7, E4.8.
- 4.2.5 Review and training takes place in line with the College's policies and procedures.

4.3 Annual Risk Assessment

- 4.3.1 The Nominated Supervisor will be responsible for ensuring that an Emergency Risk Assessment is conducted annually, and as soon as practicable after becoming aware of a potential risk.
- 4.3.2 Once this has been compiled, it is made available to educators for comment and collaboration. The Risk Assessment is then updated accordingly, where relevant, and published to all educators.
 - 4.3.2.a Any hazards that require immediate intervention must be reported immediately on the College's WHS Helpdesk with a phone call to the Facilities Manager.
 - 4.3.2.b Any potential risks should be reported on the College's WHS Helpdesk.
 - 4.3.2.c Any suggested changes to policy and procedure must be sent to the WHS Secretary for discussion at the WHS Committee meeting.

1.1.1 This information will be recorded and stored in the OOSH Google Drive and a copy is made available in the parent/carer area.

5. References

- Prepared in consultation with Becklyn

6. Considerations

Education and Care Services National Regulations	National Quality Standard	Other service policies/documentation	Other
R4, R97, R98, R168, R170, R171	QA2.2.2, QA7.1.2, QA7.1.3, QA7.2.1	<ul style="list-style-type: none"> • Staff Handbook • OOSH Providing a Child Safe Environment Policy & Procedures • OOSH Excursion Policy & Procedures • OOSH Authorisations and Refusals Policy & Procedures • Emergency Risk Assessment • College's Emergency Policy & Procedures • College Annual Fire Safety Statement 	<ul style="list-style-type: none"> • My Time, Our Place Framework V2.0 • Network OSHC Code of Professional Standards. • Work, Health and Safety Act (2011). • Work, Health and Safety Regulation (2017).



OOSH EVACUATION PROCEDURE

O2: APPENDIX A

Signaling an Evacuation

The Educator who identifies an event, incident or circumstance that warrants evacuation of the OOSH facilities and/or College grounds will:

- Signal the evacuation by blowing their whistle loudly and sharply 3 times
- Use a loud, clear voice to gain the attention of other Educators, children, families and visitors that an evacuation is taking place

The Educator will signal the emergency using the phrase:

- "Evacuation, [type of emergency], [location of emergency], [clear instructions on how children/Educators are to respond]"
- *Example: "Evacuation! Fire in the OOSH kitchen! Gather on the basketball court with *Educators name*"*
- If safe to do so, the educator who signaled the evacuation will ensure that the following is collected by themselves or another Educator
 - The Qikkids Kiosk
 - The OOSH mobile phone
 - The first aid kit
 - The asthma and anaphylaxis bag
 - An emergency bag (located at OOSH exits)
 - The emergency folder (located on the filing cabinet in the staff area)
- As soon, as it is safe to do so, appropriate emergency Services will be called by an Educator delegated by the Nominated Supervisor or Responsible Person.
 - Emergency Services (Fire, Police, Ambulance) – 000
 - Address: Toongabbie Christian College, 30 Metella Road, Toongabbie, 2146
 - OOSH access address: 34 Octavia Street, Toongabbie, 2146
- The Educator making the call should highlight that they are a childcare centre and currently caring for children.
- As soon as it is safe to do so, the Nominated Supervisor (or the Responsible Person in the Nominated Supervisors absence) will ensure that the College Principal is notified of the evacuation.
- The Nominated Supervisor (or Responsible Person, in the absence of the Nominated Supervisor) will guide and facilitate the all staff at the OOSH facility to promptly and safely relocate to the most appropriate designated evacuation point.

Evacuation Points

- The designated evacuation point for OOSH is the Primary Basketball Court and C Block Classrooms (updated January 2023).
- The designated evacuation point for OOSH in the case of a flood is the Metella Rd Kiss and Drop zone.
- The designated off site evacuation point for OOSH is Girraween Oval.

Once at the Designated Evacuation Point

The Nominated Supervisor (or the Responsible Person in the Nominated Supervisors absence) will:

- ensure that appropriate emergency Services have been contacted.
- delegate an Educator to facilitate and organise the safe and orderly supervision of all children.
- delegate an Educator to complete a headcount using the Qikkids kiosk.
- contact the parents/carers of all children in attendance to advise them that there has been an evacuation and whether or not parents/carers are able to enter the College grounds. Parents/Carers will be notified that they will receive regular updates as appropriate.

Children Unaccounted For

If a child is not accounted for:

- All Educators will be asked to express whether they know the child's whereabouts
- Children unaccounted for will only be searched for or collected from their known location if it is safe for an Educator to do so.

In the event that a child remains unaccounted for and is unable to be retrieved:

- Emergency Services will be notified immediately and provided with the necessary details.

NB: All information, guidance and instruction from Emergency Services and personnel are to be adhered to by all Educators and enforced for all children and visitors.



OOSH LOCKDOWN PROCEDURE

O2: APPENDIX B

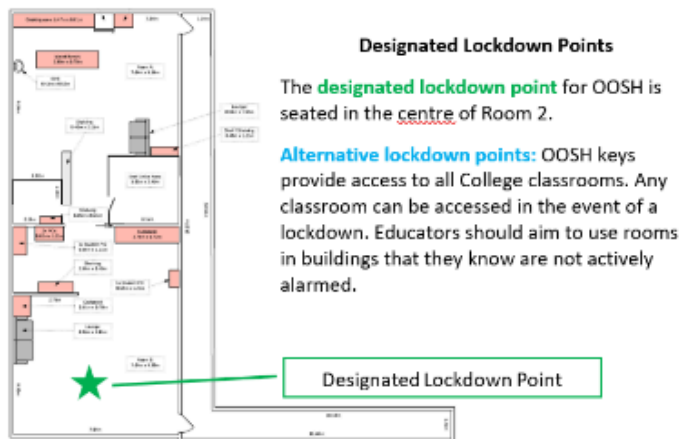
Signaling a Lockdown

The Educator who identifies an event, incident or circumstance that warrants a lockdown of the OOSH facilities and/or College grounds will:

- Signal the lockdown by blowing their whistle loudly and sharply 3 times
- If the circumstances are not appropriate for a loud signal, the Educator may use their discretion to determine how best to alert other Educators and children.
- Use a clear voice and appropriate gestures to gain the attention of other Educators, children, families and visitors that an evacuation is taking place

The Educator will signal the emergency using the phrase:

- "Lockdown, [clear instructions on how children/Educators are to respond]"
- Example: "Lockdown! All children and Educators move to Room 2"
- Example: "Lockdown! All children and Educators go inside immediately to Room 2"
- If it is not safe to gather in Room 2, the Educator calling the lockdown may use their discretion and/or consult with the Nominated Supervisor (or responsible person, in their absence) to determine a suitable location to lockdown.
- All changes to the regular procedure will be clearly and intentionally communicated to all Educators.
- Provide instructions to students if the event, incident or circumstances allows them to continue with indoor activities.
- If safe, the Educator who signaled the lockdown will ensure that the following is accessible by themselves or another Educator:
 - The Qikkids Kiosk
 - The OOSH mobile phone
 - The first aid kit
 - The asthma and anaphylaxis bag
 - An emergency bag (located at OOSH exits)
 - The emergency folder (located on the filing cabinet in the staff room)
- The Responsible Person will ensure that an Educator/s who is not responsible for supervising children completes the following:
 - Close and lock all external doors
 - Close and lock all windows, as required
 - Pull down all blinds, as required
 - Turn off all internal lights and light sources, as required
 - Turn off any electronic resources emitting light or sound, as required
- As soon as it is safe to do so, appropriate emergency Services will be called by an Educator delegated by the Nominated Supervisor or Responsible Person.
 - Emergency Services (Fire, Police, Ambulance) – 000
 - Address: Toongabbie Christian College, 30 Metella Road, Toongabbie, 2146
 - OOSH access address: 34 Octavia Street, Toongabbie, 2146
- The Educator making the call should highlight that they are a childcare centre and currently caring for children.
- As soon as it is safe to do so, the Nominated Supervisor (or the Responsible Person in the Nominated Supervisors absence) will ensure that the College Principal is notified of the lockdown.
- The Nominated Supervisor (or Responsible Person, in the absence of the Nominated Supervisor) will guide and facilitate the all personnel at the OOSH facilities to promptly and safely relocate to the most appropriate designated lockdown point.



Once at the Designated Lockdown Point

The Nominated Supervisor (or the Responsible Person in the Nominated Supervisors absence) will:

- ensure that appropriate emergency Services have been contacted.
- delegate an educator to facilitate and organise the safe and orderly supervision of all children.
- delegate an educator to complete a headcount using the Qikkids kiosk.
- instruct all children, educators and any visitors that are onsite to remain silent and seated towards the middle of the room, as required.
- contact the parents/carers of all children in attendance to advise them that there has been a lockdown and whether or not parents/carers are able to enter the College grounds. Parents/Carers will be notified that they will receive regular updates as appropriate.

Children Unaccounted For

If a child is not accounted for:

- All Educators will be asked to express whether they know the child's whereabouts
- Children unaccounted for will only be searched for or collected from their known location if it is safe for an Educator to do so.

In the event that a child remains unaccounted for and is unable to be retrieved:

- Emergency Services will be notified immediately and provided with the necessary details.

NB: All information, guidance and instruction from Emergency Services and personnel are to be adhered to by all Educators and enforced for all children and visitors.



OOSH HARASSMENT & THREATS OF VIOLENCE PROCEDURE

O2: APPENDIX C

If a person/s known or unknown to the Service harasses or makes threats to children or educators at the Service, or on an excursion, the Responsible Person/delegate will:

- Calmly and politely ask them to leave the Service or the vicinity of the children.
- Be firm and clear and remember their primary duty is to the children in their care.

If they leave:

- call the police to register the incident.
- inform the Deputy Principal Primary.

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 Responsible Person is unable to make the call, another Educator should be directed to do so.
 - Educators should liaise with team members in advance to determine a code phrase that will alert another team member to a threat situation arising and prompt them to contact police.

Where possible, educators must:

- endeavour to calmly move the children away from the person. not attempt to physically remove the unwelcome person but try to remain calm and keep the person calm as much as possible and wait for the police, if safe to do so.
- be aware of any unfamiliar person on the premises and determine their reason for being onsite. Instruct them to leave if there is no need for them to be onsite.