

Mawson Lakes School OSHC

Emergency, Evacuation & Lockdown Policy & Procedure



POLICY STATEMENT

Mawson Lakes School OSHC is committed to ensuring the safety and wellbeing of all children and young people, educators, and families within our service. In accordance with the Education and Care Services National Regulations (ACECQA, 2021), we have established comprehensive policies and procedures for emergencies and evacuations. Procedures will be followed to effectively manage emergencies and ensure a safe and timely evacuation of the premises when necessary or in the case of a lockdown. The Nominated Supervisor will ensure all educators are familiar with the procedures and can implement them confidently.

BACKGROUND

Emergency situations can occur unexpectedly and for various reasons. Educators are prepared to respond quickly and efficiently to maintain the safety and wellbeing of everyone in the service. This includes children and young people, educators, and any visitors who may be present. To achieve this, we have planning protocols in place, quarterly practice drills are conducted to ensure all educators and children know exactly what to do in an emergency. These drills serve the valuable purpose of supporting children and young people in developing coping mechanisms and building resilience.

LEGISLATIVE REGULATIONS

Regulation	Description	Implementation
97	Emergency and evacuation procedures	Mawson Lakes School OSHC completes emergency evacuations and lockdowns quarterly to inform children and educators of our practice in case of an emergency. Educator's direct children and young people to the designated areas as followed by our floor plans which are found in all approved spaces at the exits.
98	Telephone or other communication equipment	Educators will communicate through the use of walkie talkies. The Nominated Supervisor will have access to the OSHC mobile and landline for immediate communication to and from parents and emergency services.
99	Children leaving the educators and care service premises	The sign-out procedure ensures all children leaving the service are collected by an authorised person which is stated on their enrolment form, the sign-out bench is located in TR9. The exits and entrances are monitored by educators at all times.
136	First aid qualifications	There is always a Nominated Supervisor on site who holds a first aid qualification.
158	Children's attendance record to be kept by approved provider	SPIKE is the software provider for Mawson Lakes School OSHC.
168	Education and care service must have policies and procedures	The service has policies and procedures that reflect the needs of the service. These are reviewed every two years or when deemed necessary.
170	Policies and procedures to be followed	Policies and procedures are followed by our educators at all times.
171	Policies and procedures to be kept available	Policies and procedures are kept available to all educators and families, via the sign-out bench that is located in TR9 or are available on the Mawson Lakes School website.
175	Prescribed information to be notified to the Regulatory Authority	The service is committed to notifying any relevant information to the Regulatory Authority within the required time frame.

PURPOSE

Mawson Lakes School OSHC maintains the safety and wellbeing of each child, educator, and all using or visiting OSHC during an emergency, evacuation, or lockdown. We are committed to identifying risks and minimising potential hazards by conducting thorough risk assessments on an annual basis or when deemed necessary.

SCOPE

This policy applies to children and young people, families, staff, approved provider, nominated supervisor, students, volunteers, visitors, and management of OSHC.

IMPLEMENTATION

We define an emergency as an unplanned, sudden, or unexpected event or situation that requires immediate action to prevent harm, injury, or illness to persons, or damage to the OSHC premises. Emergency situations may pose a risk to an individual's health and safety. It is important that services identify potential emergencies that may be specific to their location and environment.

EMERGENCY

An emergency is any situation or event where there is an imminent or severe risk to the health, safety, or wellbeing of children and young people at the service.

Circumstances under which an emergency evacuation or lock down may occur include:

- Fire within the premises
- Fire in the surrounding area where OSHC may be in danger
- Flood
- Severe storm or dust storm or other natural weather events
- Dangerous animals (e.g., snakes)
- 'Dangerous' person in area/terrorist threat
- Any other circumstances where it is deemed unsafe (e.g., gas leak, etc.)

RISK ASSESSMENT

The approved provider, in conjunction with educators, will conduct a comprehensive risk assessment in order to identify any risk/s or hazards associated with potential emergencies that may affect the safe evacuation of children from OSHC. The risk assessment will be reviewed annually or after being aware of an incident or circumstance that may affect the safe evacuation of children. All risk assessments will be regularly assessed and evaluated as to facilitate continuous improvement in OSHC. If a risk concerning the safe evacuation of a child is identified during the risk assessment, the approved provider must update the Emergency and Evacuation Policy and Procedure as soon as possible. The risk assessment is to be stored safely and securely and kept for a period of 3 years.

CLOSURE OF THE SERVICE

There may be times where the normal operation of OSHC is disrupted, and the service is required to close temporarily during a planned or unplanned emergency occurrence. Situations that affect the normal operation include a local emergency which poses a risk to the health and safety of children attending the service, or where the service is inaccessible or is unsafe for children and young people, educators or the emergency services authority have directed the service to close.

Situation where the OSHC Service may consider closure include:

- A period of local emergency, or emergency event
- Flooding
- Health emergency such as a pandemic
- Bushfire
- Unexpected absence of staff where ratios are unable to be met
- Severe outbreak of illness or disease
- Damage or vandalism to the service
- Chemical hazard

IN THE EVENT OF OSHC BEING CLOSED THE NOMINATED SUPERVISOR WILL:

- Consult with emergency services and local authorities regarding the closure of OSHC
- Ensure families are informed of emergency closures as soon as practicable to ensure immediate collection of children and young people through the school platform Audiri and the service software provider SPIKE
- In the event of a planned closure, the Nominated Supervisor will advise families through the school platform Audiri and the service software provider SPIKE to provide details of the planned closure including the period of closure
- Notify the Regulatory Authority and The Department for Education of the service closure within the required time frame
- Inform families on the re-opening of OSHC
- Provide services for support with dealing with trauma

DEALING WITH TRAUMA

Emergencies and natural disasters are extremely stressful, and it is normal for children and adults to feel overwhelmed and distressed. People cope with trauma in many ways. Children look to adults for reassurance, care, and opportunities to share their feelings. It is important for educators to understand the impact of disasters and seek help when needed. Several organisations offer support for educators in these situations such as Emerging Minds and BeYou - Trauma Informed Practice.

REFER TO EACH OF THE FOLLOWING PROCEDURES OUTLINING WHAT TO DO IN THE EVENT OF AN EMERGENCY:

All exits clearly have visible signage of Lockdown, Fire and Emergency Evacuation Procedure

- Fire and Emergency Evacuation Procedure
- Lockdown Procedure
- Snake Procedure
- Weather Policy & Procedure

ROLES AND RESPONSIBILITIES:

Roles	Responsibilities
Director	<ul style="list-style-type: none"> • Ensure obligations under the Education and Care National Law and Regulations are met - Reg. 100 • Conduct an annual risk assessment to identify potential emergencies relevant to the OSHC service - Reg. 98 • Review the risk assessment after becoming aware of any circumstance affecting evacuation - Reg. 98 • Consult relevant stakeholders for advice on improving risk mitigation strategies School Principal, Police, Fire Department, Parents. Refer to your specific regulations • Develop and update the Emergency Management Plan according to state or territory regulations • Ensure emergency and evacuation policies and procedures are available for inspection at all times • Arrange for emergency equipment, fire extinguishers, smoke detectors to be inspected and tested at required intervals (AS 1851-2012) • Ensure the Nominated Supervisor has access to family’s emergency phone numbers • Oversee the regular restocking of Emergency Evacuation Bags • Ensure the Regulatory Authority is notified within the required timeframe via the NQAITs if closure is required due to a local emergency (Reg.175 (2)(b)) • Notify the Department of Education if closure is required due to a local emergency - Reg.175 (2)(b) • Designate an educator to collect children and young people’s medication during an evacuation • Communicate with families when emergency and evacuation procedures are reviewed • Ensure the attendance record for each child is completed daily • Inform families when a rehearsal or drill has occurred through newsletters or SPIKE

	<ul style="list-style-type: none"> • File certificates verifying testing performed on emergency equipment • Ensure smoke detectors are regularly tested and batteries replaced annually • Consider evacuation needs for non-ambulant children • Ensure all exits have clearly visible signs and are free from obstructions • Record and document after each drill and provide time and space for educators and children to reflect on the experience
Educators	<ul style="list-style-type: none"> • Know the Emergency and Evacuation Policy, Procedures, and Regulatory requirements • Participate in emergency evacuation drills quarterly • Assist with the evacuation of children following the designated procedures • Ensure children remain calm and supervised during an evacuation • Collect children and young people’s medication during an evacuation • Work together with educators to outline evacuation roles • Discuss evacuation procedures with children and young people • Report any hazards or issues that may affect evacuation procedures to the Nominated Supervisor
Families	<ul style="list-style-type: none"> • Ensure contact details are kept up to date • Provide emergency contact details on their child’s enrolment form and advise the service of any change of name or phone number • Ensure the child is signed in and out daily • Ensure families have access to the service’s Emergency and Evacuation Policy and Procedures • Follow the instructions of the Nominated Supervisor in the event of an emergency or evacuation

SOURCE

Country Fire Service: www.cfs.sa.gov.au

South Australia Police: www.police.sa.gov.au

South Australian State Emergency Service: www.ses.sa.gov.au

CONTINUOUS IMPROVEMENT & REFLECTION

Our Emergency, Evacuation & Lock Down Policy will be reviewed on an annual basis in consultation with Governing Council, educators, leadership, children and young people and families.

RELATED POLICIES & PROCEDURE

- Administration of First Aid Policy & Procedure
- Child Safe Environment Policy & Procedure
- Safe Arrival of Children Policy & Procedure
- Supervision Policy & Procedure
- Incident, Injury, Trauma, and Illness Policy & Procedure
- Weather Policy & Procedure

NATIONAL QUALITY STANDARDS

The following quality areas link to Emergency, Evacuation & Lockdown Policy & Procedure

QUALITY AREA 1 - EDUCATIONAL PROGRAM & PRACTICE		
Concept		Descriptor
1.1.3	Program learning opportunities	All aspects of the program, including routines, are organised in ways that maximise opportunities for each child's learning.
1.2.1	Intentional teaching	Educators are deliberate, purposeful, and thoughtful in their decisions and actions.
1.3.2	Critical reflection	Critical reflection on children's learning and development, both as individuals and in groups, drives program planning and implementation.
QUALITY AREA 2 - CHILDREN'S HEALTH & SAFETY		
Concept		Descriptor
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.
QUALITY AREA 3 - PHYSICAL ENVIRONMENTS		
3.1	Design	The design of the facilities is appropriate for the operation of a service.
3.1.1	Fit for purpose	Outdoor and indoor space, buildings, fixtures, and fittings are suitable for their purpose, including supporting the access of every child.
QUALITY AREA 4 - STAFFING ARRANGEMENTS		
4.1.1	Organisation of educators	The organisation of educators across the service supports children's learning and development.
4.1.2	Continuity of staff	Every effort is made for children to experience continuity of educators at the service.
4.2	Professionalism	Management, educators, and staff are collaborative, respectful, and ethical.
4.2.1	Professional collaboration	Management, educators, and staff work with mutual respect and collaboratively, and challenge and learn

		from each other, recognising each other's strengths and skills.
QUALITY AREA 5 - RELATIONSHIPS WITH CHILDREN		
5.1	Relationships between educators and children	Respectful and equitable relationships are maintained with each child.
5.1.1	Positive educator to child interactions	Responsive and meaningful interactions build trusting relationships which engage and support each child to feel secure, confident, and included.
QUALITY AREA 6 - COLLABORATIVE PARTNERSHIPS WITH FAMILIES AND COMMUNITIES		
6.1	Supportive relationships with families	Respectful relationships with families are developed and maintained and families are supported in their parenting role.
6.1.1	Engagement with the service	Families are supported from enrolment to be involved in the service and contribute to service decisions.
6.2	Collaborative partnerships	Collaborative partnerships enhance children's inclusion, learning and wellbeing,
QUALITY AREA 7 - GOVERNANCE AND LEADERSHIP		
7.1	Governance	Governance supports the operation of a quality service.
7.1.2	Management systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.
7.1.3	Roles and responsibilities	Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service.
7.2	Leadership	Effective leadership builds and promotes a positive organisational culture and professional learning community.
7.2.1	Continuous improvements	There is an effective self-assessment and quality improvement process in place.

POLICY CREATED BY	Lorin, Sue & Mack - All educators	Nominated Supervisor	July 2024
POLICY REVIEWED BY			
MODIFICATIONS			
POLICY REVIEWED BY			
MODIFICATIONS			