



J.S. GREY KINDERGARTEN ASSOCIATION, INC.
Nature Explorers Bush Kinder - Emergency Evacuation Policy
Mandatory – Quality Area 2

Purpose

The purpose of this policy is to ensure the safety of the children, volunteers and staff in attendance of the Bush Kinder program, if faced with an emergency and or hazard which has the potential to cause harm or distress. This policy should be used in conjunction with the services main Emergency Evacuation Policy and Incident, Injury, Trauma & Illness Policy.

Policy statement

1. *Values*

J S Grey Kindergarten is committed to:

- Ensuring the safety of children, volunteers and staff participating in Bush Kinder
- Fulfilling a duty of care to all children participating in Bush Kinder
- Ensuring best practices is considered and adhered
- Setting clear procedures to manage incident(s) in the case of an emergency

2. *Scope*

This policy applies to parents, staff, committee members, authorised persons, volunteers and students on placement working at J S Grey Kindergarten.

3. *Background and legislation*

Background

It is impossible to consider every possible hazard and or possible situation this may result in the enactment of this policy. The policy consists of the following identifiable situations, but is not limited to;

- Fire / Bushfire
- Chemical hazards
- Missing child
- Aggressive dogs off leads
- Other animal intruders
- Uninvited person/stranger (threatening or distressing)
- Toxic leak
- Natural events, such as extreme weather, floods, severe winds, thunderstorm or earthquake
- The involvement of firearms or other weapons
- Hazardous substances incidents
- Medical emergency
- Accident

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.

Legislation

Relevant legislation includes but is not limited to:

- Education and Care Services National Regulations 2011
- Education and Care Services National Law 2010
- National Quality Standards, including Quality Area 2 – Children’s health and safety and Quality Area 3 – Physical environment
- Occupational Health and Safety Act 2004
- Occupational Health and Safety Regulations 2007

The most current amendments to listed legislation can be found at:

- Victorian Legislation – Victorian Law Today: <http://www.legislation.vic.gov.au/>
- Commonwealth Legislation – ComLaw: <http://www.comlaw.gov.au/>

4. Procedures

*The **Committee** is responsible for:*

- Establishing, monitoring and reviewing the Bush Kinder Risk Assessments which identifies a number of potential hazards and risks and mechanisms for their treatment.
- Establishing, monitoring and reviewing (in consultation with staff) emergency evacuation procedures, a series of safe evacuation routes and assembly points in response to a range of potential emergency situations
- Ensuring emergency evacuation procedures are included in teachers’ documentation carried at Bush Kinder
- Ensuring a fully equipped first aid kit is included with the Bush Kinder gear and equipment
- Ensuring all teachers and volunteers are aware of the location of first-aid kit at Bush Kinder.
- Providing a fully equipped portable first-aid kit
- Developing a regular training schedule for Bush Kinder staff that includes the operation of communication systems, evacuation procedures, including evacuation routes and safe places; and occupational health and safety and first aid
- Ensuring that all children, staff, parent, students, volunteers and visitors understand the requirements of this policy including conducting practice drills.
- Ensuring new Bush Kinder staff, students and volunteers have an understanding of the Bush Kinder policy and procedures in relation to emergency evacuation in the induction procedure
- Ensuring procedures are in place at Bush Kinder to identify which staff, parents and volunteers are in attendance at any one time, such as the digital tablet. This can then be used to ensure that all staff are accounted for in the event of an emergency.

*The **Staff** are responsible for:*

- Ensuring the digital attendance record is updated and available on site
- Checking the digital attendance record after all children have arrived.
- Reminding parents or authorised persons who do not complete the digital attendance record of the procedures for the delivery and collection of children from Bush Kinder.
- Ensuring a fully equipped first aid kit is included with the Bush Kinder gear and Equipment
- Ensuring all teachers and volunteers are aware of the location of first-aid kit at Bush Kinder.

- Ensuring emergency evacuation procedures are included in documentation carried at Bush Kinder
- Establishing, monitoring and reviewing emergency evacuation procedures (**Attachment 1**), a series of safe evacuation routes and assembly points in response to a range of potential emergency situations
- Ensuring new Bush Kinder staff, students and volunteers have an understanding of the Bush Kinder policy and procedures in relation to emergency evacuation in the induction procedure

*The **Parents** are responsible for:*

- Becoming familiar with and adhering to the policy and its purpose.
- Supporting staff to identify and address potential hazardous situations and events.
- Ensuring that they are aware and adhere to the delivery and collection policy.
- Remaining calm and composed in emergency situations to ensure the safety of children, other volunteers and staff.
- Supporting staff to undertake emergency procedures and protocol

5. Evaluation

In order to assess whether the policy has achieved the values and purposes the proprietor (committee) will:

- Seek feedback regarding this policy and its implementation with parents of children participating in the Bush Kinder program. This can be facilitated through discussions and the annual centre survey.
- Ask staff to share their experiences and observations in relation to the effectiveness of this policy.
- Regularly review the policy and centre practices to ensure they are compliant with any new legislation, research or best practice procedures.

This policy will be reviewed every year by a formal Committee review in, unless deemed necessary earlier.

Endorsed by the J S Grey Kindergarten Committee of Management on : 7th March 2022

REVIEW DATE: 03/02/2022

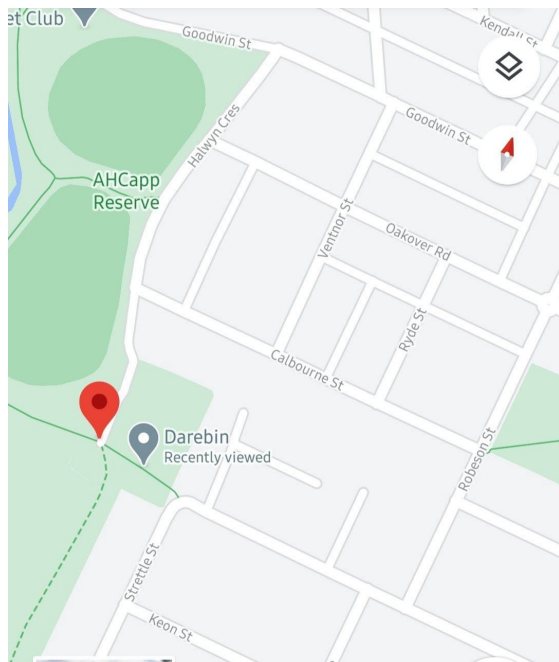
NEXT REVIEW DATE: 03/02/2023

Attachment 1

Nature Explorers Bush Kinder Evacuation Procedures, Assembly Points and Evacuation Routes

Assembly Point

A.H Capp Reserve sign post near the toilets by footy oval at the end of Halwyn Crescent, Preston, Vic 3072



Red pin = Assembly Point
Grey pin = Home Base

Evacuation Procedures

Whatever the emergency, incident or situation that necessitates the evacuation, the following procedures are to be followed by staff and volunteers

- Keep children calm
- Ensure tablet for digital sign in/out procedures is in the teacher's backpack along with other necessary items such as medication and first aid kit
- Count / check off against the digital sign in record to ensure all children are accounted for
- With the exception of the teacher's backpack, leave Bush Kinder gear at the site – it can be collected later
- En route to Emergency Evacuation Location - A.H Capp Reserve sign post, calmly walk children in pairs, keep the group close together and ensure no child deviates from the group.
- Teachers/adult volunteers to be positioned at the front and back of the group, and flanking the group where possible
- Notify emergency services if required
- On arrival at safe assembly point, conduct a full count/roll call to ensure all children are accounted for
- Notify parents via broadcast SMS of new location for collection (if required) and notify DET (if required)
- If the evacuation/relocation is for weather reasons, wait for the extreme weather to pass and when it does, resume normal activities if appropriate and safe to do so, following same relocation procedures to return to the Bush Kinder site
- If the weather does not look like it will pass soon, a broadcast SMS should be sent to all parents, advising of the new safe location for pickup purposes.