

Policy Group 7: Emergencies

Oakleigh Outside School Hours Care defines '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 service's environment. It is a risk to an individual's health and safety.

The emergency events or situations identified and responded to in this section are:

- bomb threat
- intruder (animal or human)
- the involvement of firearms or other weapons
- fire
- extreme weather (heat, bushfire, cyclone, torrential storm, flood or hail)

For the procedure on handling the emergency scenario of a missing or abducted child see Policy 2.4

7.1 Emergency Equipment and Facilities Policy

Personal safety and security of children, Educators, volunteers and all persons on the premises, are of prime importance whilst in attendance at the Oakleigh Outside School Hours Care. The service therefore takes a proactive approach to managing emergencies, developing emergency procedures and equipping Educators and children with sound knowledge of them.



Relevant Laws and other Provisions

The laws and other provisions affecting this policy include:

- Education and Care Services National Law Act 2010 and National Regulations 2011
- Duty of Care
- Work Health and Safety Act 2011, Building Fire Safety Regulation 2008
- Family and Child Commission Act 2014
- NQS Area: 2.3; 3.1; 7.1; 7.3.
- Policies: 4.1 – General Health and Safety, 6.1 – Space and Facilities Requirements, 6.3 – Workplace Health and Safety, 7.2 – Drills and Evacuations, 7.4 – Fire Safety Compliance.



Procedures

Smoke alarms are fitted in each room and the Coordinator (or a delegate) will test them regularly in accordance with the manufacturer's instructions.

Oakleigh Outside School Hours Care management in conjunction with the Health and Safety Representative (see Policy 6.3 – Workplace Health and Safety) will be responsible to ensure that:

- The alarm bell or warning system for an emergency is kept in good working order and tested regularly;

- At each exit of the indoor areas accessed by the service, doors can be easily opened, are clearly sign-posted, and that emergency and evacuation floor plans and instructions are prominently displayed near each of these exits; and
- Fire extinguishers and fire blankets are properly installed, clearly sign posted and maintained at the premises and Educators have basic training in their usage.

The Oakleigh Outside School Hours Care calls upon the advice of the Queensland Emergency Services or other appropriate authority, for information on the appropriate measures required to comply with this this policy.

All persons who work within the service are given “first response” instruction in the use of fire-fighting equipment no later than one month after commencement.

All persons who work within the service are given first response instruction in the use of fire-fighting equipment at not more than two yearly intervals.

Critical defects in fire safety equipment must be identified with the Coordinator immediately upon detection;

Any critical defects are repaired or rectified as soon as possible, but in any case, no later than one month of detection.

Documentation /record of maintenance are to be held in the school and a copy given to the service.

The service at all times has on site an emergency Evacuation Plan that meets the requirements of the Building Fire Safety Regulation 2008. The Emergency Evacuation Plan is reviewed at least annually.

| Date of Development | Date Last Reviewed & Ratified | Next Review Planned by: |
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7.2 Drills and Evacuations Policy

Oakleigh State School P&C Association acknowledges the need to ensure that Educators and children are aware of, and understand, evacuation and other procedures in the case of an emergency. The service therefore takes a proactive approach through the regular implementation of practice drills and evaluation of the procedures followed.



Relevant Laws and other Provisions

The laws and other provisions affecting this policy include:

- Education and Care Services National Law Act 2010 and National Regulations 2011
- Duty of Care
- Work Health and Safety Act 2011
- Family and Child Commission Act 2014
- NQS Area: 2.3; 4.2; 7.1, 7.2, 7.3.
- Policies: 6.3 – Workplace Health and Safety, 7.1 – Emergency Equipment and Facilities, 7.4 – Fire Safety Compliance, 8.10 – Employee Orientation and Induction.



Procedures

The Service will conduct an annual risk assessment that identifies potential emergency events that are relevant to the service. Such emergency events may include fire evacuation, bomb threat, harassment or severe weather.

The annual risk assessment may form part of an overall Workplace Health and Safety Annual Audit and may be conducted by a suitably qualified and registered external agency.

Emergency and evacuation instructions for what must be done and a floor plan to follow in case of an emergency event, will be prominently displayed near each exit of each room utilised at the service. Evacuation plans will be child friendly and displayed at child height.

Educators must ensure that all exits are kept clear and unlocked to enable a quick departure. This will be included on the daily safety checklist. Any comments or issues relating to these preventative measures will be noted on the checklist and brought to the attention of the Coordinator.

Emergency evacuation and lockdown procedures will be rehearsed and documented at least once a term for Before and After School Care and each Vacation Care program. Each term the drills will be scheduled to occur on different days of the week so that all Educators and children are familiar with the procedures.

Emergency telephone numbers will be clearly displayed within the service.

For each emergency situation, Educators will have access to a telephone outside of the room.

In an emergency evacuation situation, the educator who first discovers the emergency will sound the alarm.

The Coordinator, or in her/his absence the Responsible Person-in-Charge for that session will take charge of the situation and/or delegate others to:-

- Telephone the relevant emergency number;
- Check and evacuate all rooms including the toilets, storage rooms and near-by buildings on the premises;
- Collect daily roster to account for all employees;
- Collect sign-in sheets and parent contact numbers;
- Collect first aid kit and emergency evacuation kit;
- Close and secure all doors and windows if only if safe to do so;
- Once at the designated assembly area, check the roll to make sure that all children and staff are accounted for; and
- Notify parents, the Oakleigh State School P&C Association and the Regulatory Authority.

Educators will assist children to exit the building via the designated emergency exit. In the event that the emergency exit is blocked, the staff will evacuate the children via an alternative exit.

Attempts to extinguish fires will occur only when the room is evacuated, if the fire is very small, and the person trained in using the extinguisher is in no immediate danger.

In the case of an actual emergency event (rather than a drill), no one will re-enter, nor be permitted to re-enter, a building in which there is or has been a fire, under any circumstances, unless and until the emergency service advises that it is safe to do so.

Bomb Threat

In the event of a bomb threat, the following information will be recorded by the person who answers the call, on the 'bomb threat checklist' (see 7.2.1):

- Time and date of the call;
- The wording of the threat; and
- Other specific details.

DO NOT hang up the phone. Without alerting the caller, indicate for another person to use a separate phone to call police to report the threat.

In order to make a realistic and sensible evaluation of the threat, the Coordinator and Police must be in possession of as much information as possible. A telephone bomb threat may be assessed as a non-specific call (usually the caller will give very little information before terminating the call) or a specific call (the caller gives specific information and sometimes, reasons for the threat and the general location of the explosive device). The non-specific threat is more common, but neither can be immediately discounted without further investigation.

Any decision to evacuate will be made by the Coordinator/Responsible Person in-charge, in consultation with the Police. Evacuation of the building will be in accordance with the services' emergency evacuation procedure.

The safety of the children is paramount and supervision ratios for evacuated children are the first consideration;

Induction and training

All persons who work within the Centre are given general evacuation instruction during induction. All persons are given general evacuation instruction at not more than one year intervals.

Practice fire evacuations are undertaken at least once every Before School Care session, After School Care session and each Vacation Care session at least once per term. Records of drills will be held at the Centre and available for viewing.

Practice evacuations will be undertaken at different times of the day and with different scenarios (evacuation and/or lockdown), to ensure that the process is varied. Implement an evacuation of the building according to the Oakleigh Outside School Hours Cares' emergency evacuation procedure.

When safe to do so, complete an incident report on the situation, and notify the Oakleigh State School P&C Association and Regulatory Authority.

Evaluation

An 'evacuation drill evaluation form' (see 7.2.2) is to be completed by the Coordinator or Health and Safety Representative as soon as possible after the drill.

In the instance of a bomb threat, an incident report on the situation should be completed, attaching the bomb threat checklist, before forwarding to Management.

Issues identified through this evaluation will be discussed at the next team meeting and referred to management. Feedback should also be provided to the children.

After any such critical event, the Coordinator/Responsible Person in-charge will make suitable enquiries to ensure that the children have not been unduly affected by the incident.

The Coordinator/Responsible Person in-charge will formulate an advice to parents for what has occurred and will distribute the advice as soon as practicable based on the specific circumstances of the case.

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7.2.1 Bomb Threat Checklist

This form relates to the Emergency Drills and Evacuations Policy

1. Initial Actions—date:

| | | |
|---------------|-------|---|
| Time of call: | am/pm | DO NOT HANG UP—KEEP CALLER TALKING |
|---------------|-------|---|

2. Exact Wording of Threat

| |
|--|
| |
| |
| |

3. Questions to Ask

| |
|------------------------------------|
| When is the bomb going to explode? |
| Where exactly is the bomb? |
| When did you put it there? |
| What kind of bomb is it? |
| What will make the bomb explode? |
| Did you place the bomb? |
| Why did you place the bomb? |
| What is your name? |
| Where are you? |
| What is your address? |

4. Listen For

| | |
|----------|---|
| VOICE | accent / impediment / tone / speech / diction / manner |
| LANGUAGE | polite / incoherent / irrational / taped / read out / abusive |
| NOISES | traffic / voices / machinery / music / noises on the line |
| OTHER | gender of caller / estimated age |

5. After the Call

| | |
|---|-------|
| Note the time at the end of the call: | am/pm |
| Name of recipient (print): | |
| Signature: | date: |
| <u>REPORT THE CALL TO YOUR SUPERVISOR/COORDINATOR IMMEDIATELY</u> <u>CALL THE POLICE</u> | |

7.2.2 Evacuation Drill Evaluation

| | | | |
|--|------|----------|-------|
| Date of drill | | | |
| Start and finish time | | | |
| Type of evacuation | FIRE | LOCKDOWN | OTHER |
| Educators involved | | | |
| Number of children (see attached sign in sheet for names of children in attendance) | | | |

| Action | Yes/No | Comments |
|--|--------|----------|
| <u>Educators</u> | | |
| Were all Educators informed of the upcoming drill? | | |
| Was the procedure clearly displayed? | | |
| Did all Educators understand their particular roles and duties? | | |
| Were there any points of the drill that were unclear? | | |
| Were any occupational health and safety issues noticeable during the drill, e.g. hazards | | |
| Were children adequately supervised and ratios maintained? | | |
| Were directions given to children in a clear and precise manner? | | |
| Is there anything that can be improved for the next drill? | | |
| <u>Children</u> | | |
| Were all children informed of the upcoming drill? | | |
| Was the procedure clearly displayed? | | |
| Did the children understand the reason for carrying out the drill? | | |
| Did children understand the directions given by Educators? | | |

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| | | |
|--|--|--|
| Did children follow directions given by Educators? | | |
| Did children experience any difficulties? | | |
| Were any children upset by the experience? If so, why? | | |
| Feedback provided by the children after the drill? | | |
| Evaluation | | |

| | | |
|---------------------|-------------------------------|-------------------------|
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7.3 Harassment and Lockdown Policy

Oakleigh Outside School Hours Care acknowledges the need to ensure that Educators and children are aware of, and understand, evacuation, lockdown and other procedures in the case of an emergency. The service therefore takes a proactive approach through the regular implementation of practice drills and evaluations.



Relevant Laws and other Provisions

The laws and other provisions affecting this policy include:

- Education and Care Services National Law Act 2010 and National Regulations 2011
- Duty of Care
- Work Health and Safety Act 2011
- Family and Child Commission Act 2014
- Child Protection Act 1999 and Regulation 2000
- NQS Area: 2.3; 4.2; 7.1, 7.3.
- Policies: 6.3 – Workplace Health and Safety, 7.1 – Emergency Equipment and Facilities, 7.2 – Drills and Evacuations, 7.4 – Fire Safety Compliance, 8.10 – Employee Orientation and Induction.



Procedures

Any member of staff who observes an individual in the service who appears suspicious or out-of-place should approach the individual (if safe to do so), ask their name and purpose at the service or contact the Coordinator for assistance.

The staff member approaching the suspicious individual must determine if the person poses a safety hazard or just needs to be made aware of the procedures in place for visitors to the Service.

While determining the status of the individual, every effort must be made to ensure children in our care are safe, feeling secure where possible and continuing to be engaged in their current activities. If need be, children are given reassurances as to their own and others safety and well-being.

In the event that the individual is identified as a legitimate visitor to the Service, the person will be referred to the Coordinator who will have them check in as per the visitor requirements.

Intruders

In the event of harassment or unauthorised persons refusing to leave the premises the Coordinator, or in their absence, the Responsible Person in Charge will initiate the following drill:

- The educator or child (if appropriate) being harassed, or the closest observer of the child or other educator being harassed, will give a prearranged signal, which is made known to all Educators, to begin the drill (e.g. code word, special song);
- If the unauthorised person appears agitated, irrational or refuses to leave the building in a peaceful manner, the Coordinato/Responsible Person in-charge will endeavor to calm the person by talking in a low calming reassuring voice whilst trying to gain the attention of a colleague to call the Police;

- The Coordinator or other person, who receives the signal, will calmly and quietly inform other Educators of the need to move the children to an identified safe place. If the threat is inside, children will be escorted outside by Educators to a designated safe place. If the threat is outside then children will be escorted inside by Educators; and
- The Coordinator/Health and Safety Representative, will immediately obtain and if possible record relevant information (e.g. physical descriptions, car registration etc.) on a Oakleigh Outside School Hours Care incident report;

An educator will witness and provide back-up for the Coordinator/Responsible Person in Charge but only if it does not place that person in a position of unacceptable risk or harm to themselves, to any child or to others.

If the intruder is armed:

- Alert all staff members and contact the Police immediately. Give the Police all the information regarding location of the intruder, a physical and clothing description and the weapon(s) involved;
- Advise the Police of what you are doing to ensure the safety of the children and other staff members. Remain on the line until the Police advise you to hang up. Monitor the location of the intruder until the Police arrive;
- Unless it is absolutely necessary to prevent harm to a child or another staff member, the intruder should not be confronted. If it is necessary to confront the intruder, this must only be done with two staff members present.
- Determine who will initiate contact with the intruder and who will be the backup person. Both staff members should break off contact and leave when it is safe to do so.
- Every effort should be made to attempt to direct the intruder to the main office or away from areas occupied by the children. Use casual conversation or body language to calmly direct the situation.
- If the intruder shows a weapon, assure him/her that it is not necessary for him/her to consider using the weapon. Back away slowly and leave the area. Both of your hands should be up with your palms facing the intruder while slowly backing away. Remain calm; do not attempt to disarm the person;
- Once the Police arrive provide them with the relevant information including the location and description of the intruder, any known weapons and any statements made by the intruder.

Internal Threat

In the event of an internal threat (intruder, bomb and/or behaviour issue) where children are to be escorted to an outside area, once the prearranged signal has been acknowledged:

- An educator will telephone the relevant emergency number;
- An educator will check and evacuate all rooms including the toilets, storage rooms and near-by buildings on the premises;
- An educator will collect sign-in sheets and parent contact numbers; and
- An educator will close and lock all doors and windows (only if appropriate and able to do so);

Once at the designated assembly area, an educator will check the roll to make sure that all children and Educators are accounted for including children who have already been signed out and have been collected.

In the event of an external threat (storm, intruder, fire, bomb, gas leak) where children are to be escorted inside, once the prearranged signal has been acknowledged, the following drill will be initiated:

- Educators will calmly and quietly move the children to safety inside the room, checking the toilets, storage rooms and near-by buildings;
- All doors, windows and curtains will be shut and locked (if safe to do so);
- An educator will check the roll to make sure that all children and Educators are accounted for including children who have already been signed out and have been collected; and
- Educators will encourage children to sit quietly.
- During all rehearsals, and/or in an actual emergency event, Educators are to calm the children and provide them with appropriate support.
- The Coordinator or Person-in-Charge at the time of an actual event will call 000.
- No one will leave, nor be permitted to leave, the identified evacuation or lockdown area until the Coordinator is satisfied that it is safe to do so.
- At no time will Educators try to physically remove an unwanted visitor.
- All threatening situations will be reviewed and evaluated as soon as possible after the event and any necessary modifications or enhancements to these procedures made accordingly.
- Notification will be given to the Oakleigh State School P&C Association and the Early Education and Care Office (Early Childhood and Community Engagement - the Regulatory Authority in Queensland)

Supporting families and children

A family's reaction to a stressful or traumatic situation will depend on factors such as the age of their child, their child's stage of development and the impact of the event on individuals around them. Children may react in unexpected ways. They may react normally at first and Educators will be wary of delayed reactions.

Educators will help and support the child to cope with such situations through:

- Talking to the child/ren about what happened in a way that they will understand and without going into frightening or graphic detail;
- Reassuring the child/ren they are safe (but only if they really are);
- Ensuring the child/ren doesn't jump to conclusions as some children may think they are to blame in a tragic event;
- Talking about the event with appropriate individuals (for example, all children if the event has affected the whole service or the children that have been affected) and letting everyone have their say, including the children;

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- Talking to the children about how individuals react to stressful or traumatic situations and that the feelings they have are normal.
- The service will proactively and rapidly work with other agencies to provide any and all debriefing and counselling services for those affected by the incident.
- Should it be required, the service will liaise with appropriate authorities (such as the Department of Communities, Child Safety and Disability Services) and follow any recommendations made by such authorities.

| Date of Development | Date Last Reviewed & Ratified | Next Review Planned by: |
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7.4 Fire Safety Compliance Policy

In order to ensure the safety and wellbeing of children, families and Educators, the Oakleigh State School P&C Association recognises the need to ensure that systems, equipment and premises of its OSHC service comply with the regulatory requirements in relation to fire safety and ensure Educators are aware of their responsibilities in relation fire safety.



Relevant Laws and other Provisions

The laws and other provisions affecting this policy include:

- Education and Care Services National Law Act 2010 and National Regulations 2011
- Duty of Care
- National Construction code 2011 - Building Code of Australia, volume 1 (class 1 – 9 buildings)
- Fire and Rescue Service Act 1990, Building Fire Safety Regulation 2008
- NQS Area: 2.3; 7.1, 7.3.
- Policies: 6.3 – Workplace Health and Safety, 7.1 – Emergency Equipment and Facilities, 7.2 – Drills and Evacuations, 8.10 – Employee Orientation and Induction, 10.9 – Risk Management and Compliance.



Procedures

The Oakleigh State School P&C Association will ensure that the premises used for the Oakleigh Outside School Hours Care are compliant with Building Fire Safety Regulations 2008 (Queensland).

The Coordinator/Responsible Person in-charge and/or Health and Safety Representative will be responsible for:

- Keeping emergency exits clear and unlocked at all times while the Oakleigh Outside School Hours Care is operating;
- Ensuring emergency evacuation signs and posters are displayed, including a site map showing the position/location of the building on the grounds, the assembly points and the routes to them;
- Having a developed evacuation procedure with allocated tasks for Educators;
- Conducting emergency evacuation drills every 3 months;
- Ensuring fire safety equipment is maintained regularly.
- Ensuring all fire safety devices are ready for operation at all times.
- Ensuring the maintenance of fire safety installations is carried out by suitably qualified persons.
- Ensuring all doors within the Centre are fitted with locking mechanisms that meet or exceed the Building Code of Australia performance requirements for fire evacuation;
- Ensuring all doors to occupied areas that are kept locked for safety reasons must be fitted with handles and locks that meet the Building Code and must have received the necessary local authority approvals or in accordance with the school procedure.

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7.5 Extreme Weather Policy

The Oakleigh State School P&C Association acknowledges that extreme weather conditions could pose significant risk to children and Educators attending the OSHC service during operating hours therefore precautions to ensure the health and wellbeing of children and Educators will be implemented. Extreme weather conditions may include excessive heat, bushfires, cyclones, torrential storms, floods, hail and/or snow storms.



Relevant Laws and other Provisions

The laws and other provisions affecting this policy include:

Education and Care Services National Law Act 2010 and Regulations 2011

- Duty of Care
- NQS Area: 2.3; 5.1, 5.2; 7.1, 7.3
- Policies: 3.1 – Educational Program Planning, 3.3 – Educator Practices, 3.7 – Physical Activity, 3.12 – Sustainability Practices, 4.8 – Sun Safety, 6.5 – Use and Maintenance of Air Conditioning, 7.1 – Emergency Equipment and Facilities, 7.2 – Drills and Evacuations, 9.3 – Communication with Families, 10.9 – Risk Management and Compliance.



Procedures

In relation to extreme weather events, the Oakleigh Outside School Hours Care will take its lead predominantly from the school, weather warnings and forecasts. If Oakleigh State School is closed the OSHC service may also be closed.

The Coordinator will be responsible to ensure that the heating and cooling requirements of the Oakleigh Outside School Hours Care premises are adequate and maintained at an acceptable temperature.

In the case of extreme weather events and possible power outages, the Coordinator will ensure an 'emergency/storm pack' including a torch, batteries, a small radio and drinking water is readily accessible to Educators. The Coordinator will ensure the Oakleigh Outside School Hours Care mobile phone is accessible to Educators, when required.

The Coordinator will ensure that risk assessments are conducted for identified extreme weather events with control measures identified. Educators will be required to read and sign all risk assessments.

During times of hot weather, Educators and children will be encouraged to:

- Follow the Oakleigh Outside School Hours Care's Sun Safety Policy by wearing sun smart clothing, a broad brimmed hat and applying sunscreen;
- Drink fluids more frequently throughout the session, particularly cold water;
- Keep cool by wrapping a bandana or washer around their neck or using a mist bottle to spray themselves;
- Staying indoors, preferably in an air-conditioned or well-ventilated building with fans and open windows; and

- Limit strenuous outdoor activities by conducting games and activities indoors or in shaded areas outdoors.

During times of inclement weather, Educators and children will be encouraged to:

- Conduct games and activities indoors or in an undercover area outdoors.

The Coordinator, or another delegated staff member, undertakes a daily check of forecasted weather conditions in the area. If there is a forecasted risk of a severe weather developing on that day, hourly checks of the bureau of meteorology website www.bom.gov.au/weather/qld or calls to the recorded information service are undertaken.

If an extreme weather event occurs during service operating hours, the Coordinator/Responsible Person in-charge will:

- Monitor the situation using local radio or other social media; and
- Ensure educator and children's safety by remaining indoors or in a deemed safe area (Lockdown Policy 7.3).

All staff are requested to keep an informal watch on the sky at all times and if there appears to be a change developing, the Coordinator/Responsible Person in-charge should be advised.

In the case that a severe weather warning is issued the Educators will, in a timely manner::

- Remain calm and ensure that the children are not unduly concerned;
- Move the children into their rooms and check to ensure all children and other staff are accounted for;
- Pack up outdoor equipment and secure any outdoor furniture that cannot be put into storage. Secure toys and small equipment from outside;
- Secure all external doors and windows and draw curtains and blinds;
- Ensure that valuables, medications are packed and secure and that adequate drinks are available for each person in each area;
- Check that the Service First Aid kit is accessible;
- Disconnect all electrical items, external TV/radio aerials and computer modems.

During the extreme weather event, Educators will:

- Reassure the children, maintaining a positive outlook and keeping the children occupied with suitable activities;
- Stay inside and shelter well clear of windows, doors and skylights. If the building starts to break up, Educators will move children to shelter in the strongest part, under a mattress, doona, or a strong table or bench.

The Coordinator/Responsible Person in-charge and Educators will be kept informed as to the weather events progress, either through mobile phone alerts or a portable radio;

The Coordinator determines if the event has passed and together with a senior educator, shall inspect the outside of the Service for possible damage and/or hazards.

Any hazards identified are addressed using the process contained in the Service's risk management policies.

If time and supervision numbers allow, staff are given the opportunity to park vehicles under solid shelter or cover with firmly tied tarpaulins/blankets

If closure of the service is expected as the result of an extreme weather event, the Coordinator:

- Contacts the Oakleigh State School P&C Association to notify them of the situation;
- Contacts families to arrange collection of their child when safe to do so; and
- The Coordinator will ensure that the Regulatory Authority (<https://closures.earlychildhood.qld.gov.au>) are notified of the Centre's closure as soon as practicable.

| Date of Development | Date Last Reviewed & Ratified | Next Review Planned by: |
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7.6 Emergency Closure Policy

Oakleigh Outside School Hours Care may be required to close in the event of an emergency as declared by local, state or federal government and/or their relevant departments.



Relevant Laws and other Provisions

The laws and other provisions affecting this policy include:

- Education and Care Services National Law Act (2010) and Regulation (2011)
- NQS Area: 7



Procedures

Children and families

If children are being educated and cared for at the Oakleigh Outside School Hours Care, families will be contacted to collect their children.

If families are unable to collect their children, alternative arrangements will be made with emergency contacts.

Fees for unused sessions of care as a result of the declared emergency will be waived.

Ensures the Regulatory Authority (<https://closures.earlychildhood.qld.gov.au>) are notified of closure as soon as practicable.

Educators

Once Educators/staff members have made provision for the children's safety and wellbeing during the declared emergency, they should attend to their personal safety and wellbeing needs. Educators/staff members may be able to attend to their personal needs sooner if deemed practical. This may mean leaving the service early to get home if their route home is going to be affected by the emergency.

Permanent employees are paid as per their usual working hours for periods of declared emergency for up to 2 days. Additional time may be taken from relevant leave accruals.

The Oakleigh State School P&C Association will not be obligated to pay casual employees for unattended shifts during the declared emergency.

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