

YMCA Geelong- EMERGENCY AND EVACUATION IN CHILDREN'S SERVICES POLICY



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Policy Number	Date Approved	Date Last Amended	Status
YG 158-O	04/04/2014	20/03/2017	APPROVED

1. EMERGENCY AND EVACUATION IN CHILDREN'S SERVICES POLICY

2. INTRODUCTION

The YMCA is committed to the ongoing safety of all stakeholders at a children's service, including planning for and being prepared for emergency situations. The Emergency and Evacuation in Children's Services Policy ensures the safety of all persons at a YMCA Children's Service in the case of an emergency. This ensures our obligations under the Education and Care National Act (2010) and Regulations (2011) are met, as well as National Quality Standard 2: Health and Safety and Occupational Health and Safety Act 2004.

3. POLICY

The following policy objectives will be achieved through implementation of the YMCA Geelong Developing and Implementing an Emergency Plan - Procedure, which is developed in accordance with Australian Standard 3745-2009 Planning for Emergencies in Facilities and meets the requirements of the DEECD Emergency Response Manual.

3.1 Emergency Preparedness

The Nominated Supervisor and/or the Person with Management or Control, will ensure that the YMCA Education and Care Service meet their obligations under the National Quality Standards, National Regulations and National Act at all times. This includes;

- Implementation of the written YMCA Emergency Plan, YMCA Developing and Implementing an Emergency Plan Procedure
 - These documents provide instructions for what must be done in the event of an emergency and evacuation, reflecting the unique environment of their service community and the Emergency Plan Procedure must be updated annually
- Ensuring risk assessments are conducted to identify potential emergencies that are relevant to the service in accordance with Education and Care National Regulation 97
- NB: The YMCA Emergency Plan ensures the following documented procedures are in place in case of an emergency;
 - Lock down procedure (for example, in case of intruder)
 - Emergency Evacuation procedure
 - Incident and Investigation Protocol
 - Missing Child Procedure
 - Fire or Bushfire
 - Flood

- Anaphylactic Shock
- Any other emergency as identified by the service's risk assessment
- As outlined in the YMCA Emergency Plan under Section 3- Communications of the Procedure, the service has ready access to an operating telephone or other similar means of communication at all times when educating or caring for children to enable immediate communication to and from parents and emergency services in accordance with regulation 98
- As outlined in the YMCA Emergency Plan, the service has an emergency evacuation plan that is understood, readily available and the Nominated Supervisor, and Certified Supervisors are familiar with enacting the plan should the need arise.

3.2 Evacuation Documentation

By implementing the YMCA Emergency Procedure and Plan, all children's services will meet all legislated requirements required under the applicable State or National Law. This explicitly includes;

- The YMCA Emergency Plan will be practiced, recorded and evaluated at a minimum of every three months (as per the National Regulation 168), inclusive of the nominated supervisor and staff members, volunteers and children being educated and cared for by the service
- The emergency evacuation exercise is documented and evaluated each time an evacuation takes place using the evacuation exercise observers checklist
- Copies of the emergency and evacuation floor plan and instructions are displayed prominently near each entry/exit of the premises
- In the case where the emergency evacuation area is outside the service's approved premises, written permission from the parents is required prior to conducting the mock evacuation and appropriate communication regarding the service practicing an emergency evacuation is provided to parents and guardians.

4. DEFINITIONS

Emergency Plan: a written plan of action that facilitates an efficient and planned response to an emergency.

5. SCOPE

The scope of this policy applies to all approved Children's Services that operate under the Education and Care Services National Regulations, 2011. This includes Before and After School Care Services and Vacation Care conducted by YMCA Geelong.

6. ROLES AND RESPONSIBILITIES

Department/Area	Role/Responsibility
Operations	YMCA Nominated Supervisor and/or service Management will oversee the implementation and service adherence to this policy (ie policy compliance). Nominated Supervisor and/or Person with Management and

	Control will seek individual community feedback and facilitate an active consultation process with service users as appropriate. All Educators are responsible for the daily implementation of the policy when directly supervising children.
Community Programs Co-ordinator	Is responsible for ensuring suitable resources and support systems to enable compliance with this policy. Drive the consultation process and provide leadership and advice on the continuous improvement of the policy.
Community Programs Co-ordinator	Responsible for the development, monitoring and review of the Policy and related systems, ensuring all content meets all legislated requirements. Facilitate annual policy training to Children's Services Educators on the appropriate implementation and use of policy.
CEO	Approve the Policy Provide official sign off on the Policy

7. MONITORING, EVALUATION AND REVIEW

The Emergency and Evacuation in Children's Services Policy will be reviewed three years from the date of initial approval in accordance with the YMCA Geelong Policy Framework and National Quality Framework and in conjunction with the Emergency Plan.

The ongoing monitoring and compliance to this policy will be overseen by Community Programs Co-ordinator in accordance with the requirements of the audit and compliance framework, including external and internal audit, peer review and self-assessment.

The evaluation of the policy will be facilitated by the policy owner, using stakeholder feedback to drive continuous improvement and reflect service users' comments where practical.

8. SUPPORTING DOCUMENTS (LINKS TO PROCEDURES, LEGISLATION, FORMS, WORK PRACTICES)

1. [Victorian Early Years Learning and Development Framework \(VEYLDF\)](#)
2. [National Early Years Learning Framework \(EYLF\)](#)
3. [My Time, Our Place: Framework for School Age Care in Australia](#)
4. [Education and Care Services National Law Act](#)
5. [Education and Care Services National Regulations 2011](#)
6. [Victorian Children's Services Regulations 2009](#) (applicable for crèche and occasional care services)
7. [Bushfire Preparedness Procedure](#)
8. [DEECD Serious Incident Notification Form](#)
9. [YMCA Occupational Health and Safety Policy](#)
10. [DEECD Emergency Management Plan](#)

9. DOCUMENT HISTORY

Approved by: Chief Executive Officer

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Policy Owner: Kimberley Maher, Community Programs Co-ordinator

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Amendment history:

Version	Date	Author	Change Description
V1	July 2011	Kimberley Maher	Document created
V2	July 2012	Kimberley Maher	Reviewed
V3	04/04/2014	Shona Eland	Uploaded to YMCA Geelong Policy Template included scope, monitoring and evaluation clauses.
V4	20/3/2017	Kimberley Maher	Policy reviewed – no changes made

As Adopted and reviewed by the YMCA of Geelong Inc on 04/04/2014



Acting Chief Executive Officer YMCA Geelong Inc.