

YMCA Geelong –Emergency Management and Evacuation Policy



OFFICE USE ONLY

Policy Number	Date Approved	Date Last Amended	Status
YG 113-O		10/02/2014	DRAFT

1. EMERGENCY MANAGEMENT AND EVACUATION PROCEDURES & PRACTICES

2. INTRODUCTION

To ensure the personal safety and security of children and staff while attending the service is of primary importance.

3. POLICY

- 3.1 Emergency procedures will be known and practiced regularly by staff and children.
- 3.2 Staff will be trained to use necessary equipment i.e. fire extinguishers, etc.
- 3.3 The service has written procedures for dealing with emergencies such as:
 - Medical emergencies
 - Fire
 - Threats to staff and children at the service
 - Bomb threat
 - Robbery
- 3.4 An emergency management and evacuation plan for the service is to be in place for all to see and follow in times of an emergency.
- 3.5 Management plans and procedures are available to staff, and are regulated by the Duty Manager on site each day as per the roster (in reception).
- 3.6 Alarms and manuals are available in reception and procedures will be adhered to by the instruction of the Duty Manager.
- 3.6 Staff to be trained as Duty Managers and receive emergency evacuation training as part of this process.
- 3.7 The 000 emergency number and Melway reference are placed beside each telephone along with other relevant emergency numbers.
- 3.8 YMCA Geelong Vacation Care will practice emergency evacuations and procedures on a regular basis (minimum of once per term and each school holiday) ensuring all staff and children are familiar with the emergency procedures.
- 3.9 Procedures are in place to handle harassment and/or threats to children by persons known or unknown.

YG 113-O Emergency Evacuation and Management Policy (V2 Draft)

Created: Revised 10/02/2014

Approved: 10/02/2014

Next Review:10/02/2017

- 3.10 Staff will receive training in the proper usage of emergency equipment i.e. fire extinguishers.
- 3.11 All emergency exits will remain clear and exit signs will be checked regularly to ensure they are in working order.
- 3.12 On commencement staff will receive a copy of the emergency evacuation procedures in the induction manual.
- 3.13 If an emergency occurs an evaluation will follow to ensure all procedures were in place and were adequate for the occasion.
- 3.14** Families, children and staff will be notified of any emergency evacuation practices on the day it is scheduled.

4 DEFINITIONS

Appropriate supervision- “Knowing where the child is at all times, direct and constant monitoring by the staff member within close proximity In contrast, in a school holiday care service, in which children are older, knowing where each child is and ensuring that staff members are in a position to respond may be considered adequate supervision.

Whenever children are being cared for, staff will need to make decisions throughout the day about where they are best placed to adequately supervise each child”.-

Victorian children’s services legislation 1 [Supervision](#) Practice Note 12 | May 2010 Updated September 2012 - DEECD

5 SCOPE

This policy applies to YMCA Geelong Inc. operations and has coverage over all children’s programs regulated by the National Quality Standard Framework.

6 ROLES AND RESPONSIBILITIES

Department/Area	Role/Responsibility
Community Programs Co-ordinator	Ensure the procedures are compliant to the regulations Implement training for staff It is the responsibility of the YMCA Victoria to appoint a representative at each Children’s Service to manage all aspects of program.
Vacation Care Co-ordinators	Ensure compliance to policy in program delivery
Leaders- Vacation Care	Attend training sessions and ensure the policy is implemented during your shift.

YG 113-O Emergency Evacuation and Management Policy (V2 Draft)

Created: Revised 10/02/2014

Approved: 10/02/2014

Next Review:10/02/2017

7 MONITORING, EVALUATION AND REVIEW

Vacation care Program Co-ordinators will monitor the implementation of the policy during shifts. Staff who breach the policy will be counselled as to the correct procedure. Failure to comply may result in disciplinary action.

Policy will be reviewed on a three year basis by the Community Programs Co-ordinator.

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

YMCA Geelong Safeguarding Children and Young People Policy

National Early Years Learning Framework

Victorian Early Years Learning and Development Framework

My Time, Our Place. Framework for School Aged Care in Australia (Draft)

The Convention on the Rights of the Child

RELEVANT POLICY:

YMCA Victoria Occupational Health and Safety Policy

Children's Services Regulations 2011 No 653:

- Child staff ratios (R 54)
- Minimum staff requirements (R 50)
- Minimum training (R 60)
- Staff members to have first aid and anaphylaxis management training (R 63)
- Emergency procedures (R 76)

Children's Services Act 1996:

- Protection of children from hazards (section 26)
- Inadequate supervision of children (section 27)

RELEVANT DOCUMENTS:

YMCA Geelong Handbook

DEECD Practice Note Supervision

DEECD Practice Note Excursions and routine outings

National Childcare Accreditation Council, Effective Supervision

RELEVANT REGULATIONS

Children's Services Regulations 2009:

Child staff ratios (R 54)

The prescribed number of staff members for an Outside School Hours Care service is:

1 staff member for every 15 children or fraction of that number; and

1 qualified staff member for every 30 children or fraction of that number.

Minimum staff requirements (R 50)

The proprietor of a children's service must ensure that at least 2 staff members are on duty when ever children are being cared for or educated by the children's service.

Minimum training (R 60)

YG 113-O Emergency Evacuation and Management Policy (V2 Draft)

Created: Revised 10/02/2014

Approved: 10/02/2014

Next Review:10/02/2017

The proprietor of a children's service must ensure each staff member caring for or educating children for the service

Holds a certificate 111 in Children's services or

Holds a qualification or has training the Secretary is satisfied is substantially equivalent or superior to the qualification or

Is a qualified staff member or teaching staff member or

Holds a primary school teaching qualification or

In the case of OSHC, commences obtaining the qualification within 6 months of commencing to care for or educate children at the service.

In the case of OSHC staff who were employed as at the 25th May 2009, these staff have until 2014 to achieve these minimum standards.

Emergency procedures (R 76)

The proprietor of a children's service must ensure that emergency procedures are developed and regularly practiced with staff members and volunteers of the service and children being cared for or educated by the service.

RELEVANT ACT

Children's Services Act 1996:

Protection of children from hazards (section 26)

The proprietor of a children's service must ensure that every reasonable precaution is taken to protect the children being cared for or educated by the service from harm and from any hazard likely to cause injury.

Inadequate supervision of children (section 27)

The proprietor of a children's service must ensure that all children being cared for or educated by the service are adequately supervised at all times that children are on the premises where the service operates or in the care of that service.

RELEVANT NOTES FROM THE DEECD PRACTICE NOTES

Adequate supervision relies on always being in a position to respond to each child's individual needs in a timely manner that adequately meets that need, and to intervene if necessary.

Adequate supervision requires that every child at the service should always be monitored actively and diligently. It means knowing where children are at all times.

Active supervision requires teamwork and constant communication between staff.

Staff members must be alert to potential for accidents, injuries and other harmful incidents throughout the whole service. All areas available to children must be

9. DOCUMENT HISTORY

Approved by: CEO

Meeting number and date: 10/02/2014

Resolution number:

Effective date:10/02/2014

Review date:10/02/2017

Policy Owner: Kimberley Maher, Community Programs Co-ordinator, YMCA Geelong

Contact Details policy owner: Ph: 5221 83 44 E: Kimberley.maher@ymca.org.au

Amendment history:

Version	Date	Author	Change Description
V1	July 2011	Kimberley Maher	Policy created reviewed March 2012
V2	10/02/2014	Shona Eland	Policy Reviewed and updated

As Adopted by the YMCA Geelong on 10 /02/2014



Shona Eland
Acting Chief Executive Officer YMCA Geelong Inc.

YG 113-O Emergency Evacuation and Management Policy (V2 Draft)

Created: Revised 10/02/2014

Approved: 10/02/2014

Next Review:10/02/2017