Purpose:

Gembrook Primary School OSHC will provide a safe and caring environment for children. Children will be provided with appropriate care in the event of an accident and protection from injury or disasters. Parents will feel confident that their child's safety is assured. Staff will be provided with a safe work environment, appropriate training, well planned and practised emergency/evacuation procedures.

Rationale:

Gembrook Primary School aims to promote a healthy and safe environment in which children will explore, grow and learn free from harm or danger. If an accident, incident, emergency or natural disaster occurs at the Service, the children and staff will be well practised in the required procedures to ensure as far as possible the safety and well being of each person present.

Scope:

The Children's Services Act 1996 and the Children's Services Regulations of 2009 requires Gembrook Primary School to implement policy that includes a management policy, practices, procedure, education and training to ensure the health and safety of children accessing the Out School Hours Care program.

Protocol/Procedure:

The Outside School Hours Care program follows the Emergency Procedures laid out in the Gembrook Primary School OSHC Emergency Management Plan 2014-2015. This document contains a detailed description of the procedures for different types of emergencies and responses. This complete document is in the Emergency Management Back Pack which is taken to all OSHC areas fo the duration of the session.

Action Plans from the Plan are located at the exit doors of all OSHC class rooms on a grab hook.

An emergency management drill shall be carried out once a term.

Once alerted of an emergency or aware of an emergency:
- Evacuate the room or rooms with all children taking the roll, with you, closing the door as you go.
- Children outside, in the multi and art room are to make their way straight to the designated meeting point - the school oval or the OSHC room.
- Once evacuated outside areas and ensure that everyone is accounted for.
- Leave all bags books etc.
- Notify office of emergency
- When all children have been accounted for, walk to the assigned meeting point.

ALL STAFF MUST ENSURE THEY ARE FAMILIARISED THOROUGHLY WITH THE EMERGENCY MANAGEMENT PLAN

In some instances it may be decided to instigate a lockdown rather than an evacuation. This may be for a variety of reasons including but not limited to bee swarm, rioting, snake, threatening person.
If there is an ongoing external threat, or it is felt that there is an additional risk in evacuating, a lockdown will be instigated, meaning that all children and staff are kept secure within the school building. In this case, a lockdown instruction will be given over P.A. system. On hearing this instruction, all children and staff must immediately return to the OSHC room. Roll should be checked by the Co-ordinator and all doors and windows should be closed and secured, lights turned off and children asked to remain quiet until further instructions.

The coordinator will then contact the office and, if deemed necessary, the police, to advise them on the situation.

Please read this policy in conjunction with the

Infection Control Policy

Health and Safety Policy

Child Protection Policy

References/Legislation

- *Staying Healthy in Child Care by National Health and Medical Research Council*
- *Guide to the National Quality Standard: elements 2.1.2, 2.1.4, 2.3.1, 2.3.2*
- *National Regulations: regulations 168 (2.e); 168 (2.a)*

Policy History:

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