

(Revised October 2023)

Policy Statement:

The Mueller College Outside School Hours Care Service seeks to protect students and educators from harassment by all persons. The following Policy and Procedure outlines the process, considerations, documentation, and rehearsals required for effectively and safely dealing with situations that may require lockdown.

National Quality Standard (NQS):

- Quality Area** **1: Educational Program & Practice**
 2: Children’s Health & Safety
 7: Governance & Leadership

1.2	Practice	Educators facilitate and extend each child’s learning and development.
1.2.1	Intentional teaching	Educators are deliberate, purposeful, and thoughtful in their decisions and actions.
2.2	Safety	Each child is protected.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.
7.1	Governance	Governance supports the operation of a quality service.
7.1.2	Management systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.

Education and Care Services National Regulations

97	<p>Emergency and evacuation procedures</p> <p>(1) The emergency and evacuation procedures required under regulation 168 must set out—</p> <p>(a) instructions for what must be done in the event of an emergency; and</p> <p>(b) an emergency and evacuation floor plan.</p> <p>(2) For the purposes of preparing the emergency and evacuation procedures, the approved provider of an education and care service must ensure that a risk assessment is conducted to identify potential emergencies that are relevant to the service.</p> <p>Penalty: \$2000.</p> <p>(3) The approved provider of an education and care service must ensure that—</p> <p>(a) in the case of a centre-based service, the emergency and evacuation procedures are rehearsed every 3 months by the staff members, volunteers and children present at the service on the day of the rehearsal and the responsible person in relation to the service who is present at the time of the rehearsal; and</p> <p>(ab) in the case of a family day care service, the emergency and evacuation procedures are rehearsed every 3 months by each family day care educator and the children being educated and cared for by the family day care educator on that day; and</p> <p>(b) the rehearsals of the emergency and evacuation procedures are documented.</p> <p>Penalty: \$2000.</p> <p>(4) The approved provider of an education and care service must ensure that a copy of the emergency and evacuation floor plan and instructions are displayed in a prominent position near each exit at the education and care service premises, including a family day care residence and approved family day care venue.</p> <p>Penalty: \$2000.</p> <p>Note.</p> <p>A compliance direction may be issued for failure to comply with subregulation (2), (3) or (4).</p>
103 (1)	Requires all equipment and furniture used in providing the education and care service are safe, clean and in good repair.
105	Requires each child being educated and cared for by the education and care service has access to sufficient furniture, materials and developmentally appropriate equipment suitable for the education and care of that child.
168	<p>Education and care service must have policies and procedures</p> <p>(1) The approved provider of an education and care service must ensure that the service has in place policies and procedures in relation to the matters set out in subregulation (2).</p> <p>Penalty: \$1000.</p> <p>Note—</p> <p>These may include policies and procedures prepared by the approved provider in accordance with an education law of the participating jurisdiction.</p> <p>(2) Policies and procedures are required in relation to the following—</p> <p>(a) health and safety, including matters relating to—</p> <p>(i) nutrition, food and beverages, dietary requirements; and</p> <p>(ii) sun protection; and</p> <p>(iii) water safety, including safety during any water-based activities; and</p> <p>(iv) the administration of first aid; and</p> <p>(v) sleep and rest for children;</p> <p>(b) incident, injury, trauma and illness procedures complying with regulation 85;</p> <p>(c) dealing with infectious diseases, including procedures complying with regulation 88;</p>

	<p>(d) dealing with medical conditions in children, including the matters set out in regulation 90;</p> <p>(e) emergency and evacuation, including the matters set out in regulation 97;</p> <p>(f) delivery of children to, and collection of children from, education and care service premises, including procedures complying with regulation 99;</p> <p>(g) excursions, including procedures complying with regulations 100 to 102;</p> <p>(h) providing a child safe environment;</p> <p style="padding-left: 20px;">(i) staffing, including—</p> <p style="padding-left: 40px;">(i) a code of conduct for staff members; and</p> <p style="padding-left: 40px;">(ii) determining the responsible person present at the service; and</p> <p style="padding-left: 40px;">(iii) the participation of volunteers and students on practicum placements;</p> <p>(j) interactions with children, including the matters set out in regulations 155 and 156;</p> <p>(k) enrolment and orientation;</p> <p>(l) governance and management of the service, including confidentiality of records;</p> <p>(m) the acceptance and refusal of authorisations;</p> <p>(n) payment of fees and provision of a statement of fees charged by the education and care service;</p> <p>(o) dealing with complaints.</p> <p style="padding-left: 20px;">Note—</p> <p>A compliance direction may be issued for failure to comply with subregulation (1).</p>
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Education and Care Services National Law

167	<p>Offence relating to protection of children from harm and hazards</p> <p>(1) The approved provider of an education and care service must ensure that every reasonable precaution is taken to protect children being educated and cared for by the service from harm and from any hazard likely to cause injury.</p> <p>Penalty: \$10 000, in the case of an individual. \$50 000, in any other case.</p> <p>(2) A nominated supervisor of an education and care service must ensure that every reasonable precaution is taken to protect children being educated and cared for by the service from harm and from any hazard likely to cause injury.</p> <p>Penalty: \$10 000.</p>
170	<p>Offence relating to unauthorised persons on education and care service premises</p> <p>(1) This section applies to an education and care service operating in a participating jurisdiction that has a working with children law.</p> <p style="padding-left: 40px;">Sch. s. 170(4) substituted by No. 9/2017 s. 40(1).</p> <p>(5) In this section—</p> <p style="padding-left: 40px;"><i>authorised nominee</i>, in relation to a child, means a person who has been given permission by a parent or family member of the child to collect the child from the education and care service or the family day care educator;</p> <p>Sch. s. 170(5) def. of <i>unauthorised person</i> amended as <i>authorised person</i> by No. 9/2017 s. 40(2).</p> <p style="padding-left: 40px;"><i>authorised person</i> means a person who is—</p> <p style="padding-left: 80px;">(a) a person who holds a current working with children check or working with children card; or</p> <p style="padding-left: 80px;">(b) in the case of an emergency, medical personnel or emergency service personnel; or</p>
301 (3,f)	<p>Requirements and standards to be complied with for safety, security, cleanliness, comfort, hygiene and repair of premises, outdoor spaces, fencing, gates, resources and equipment used for providing education and care services;</p>

Objective:

To ensure that all necessary precautions and plans are made to appropriately deal with threats to those at the Service. Possible events requiring lockdown may be:

- Fire in the land areas surrounding the college that are not an immediate threat to the building but creating a smoke hazard.
- Weather event that poses risk specifically to outdoor spaces of the Service.
- Air crash event which poses a threat to outdoor spaces of the Service.
- Bomb threat the poses a threat to an area outside the Service that does not immediately impact the OSHC building or where students are residing.
- The event of harassment or threat from an individual approaching or outside the Service or where students are residing.
- A wild or unrestrained animal is posing a threat to the people attending while at the Service.

Procedure:

Should any of the above-mentioned occur the sounding of the 'Code black' alarm will signal the need for the lock down process outlined below:

- Telephone the relevant emergency number and notify them clearly stating what the emergency is and where it is located.
- Collect the phone, walkie talkie, first aid and staff ipad or roll.

- Close and lock all doors and windows and turn off lights in the room (only if appropriate and able to do so).
- Calmly escort the students to the storerooms at each internal end of the building, kitchen or office as necessary. If at the oval, calmly escort students to the closest room.
- Evacuate all rooms including the toilets and storage rooms. Check the room or area thoroughly to make sure no adults or students remain behind.
- Ensure to count each student as they enter the nominated area. Settle the students in the designated space and ensure all are quiet. Proceed to check that each student is accounted for by using Xplor roll. Visual checking of those present must be done to make sure all students, staff and visitors are accounted for. Educators should communicate between storerooms to complete roll checks. This may be done via walkie talkies or mobile bearing in mind the need to remain quiet.
- Report to the Nominated Supervisor or person in charge that all are accounted for or who is missing.
- Await further instructions from the Nominated Supervisor or person in charge.
- A bucket is situated in each room should a student need to go to the bathroom.
- Once at the designated assembly area, an educator will conduct a silent role call to make sure that all students and educators are accounted for including students who have already been signed out and have been collected.
- Educators are to calm the students and provide them with suitable games and activities as far as reasonably possible.
- No one will leave, nor be permitted to leave, the area in such a drill until the Nominated supervisor or lead educator has been notified by the authorities that it is safe to do so.
- At no time will educators try to physically remove an unwanted visitor.
- All threatening situations will be evaluated as soon as possible after the event and any necessary modifications or enhancements to these procedures made accordingly.

Parents and Visitors

Should parents or visitors be present during a lock down they will need to:

1. Follow instructions given by Staff.
2. Move quickly to the lockdown room along with the students and staff and remain with the group until all have been accounted for.
3. Notify the Nominated Supervisor or person in charge before leaving the site. Do not re-enter the OSHC room before the all clear has been given.

In the event of harassment or unauthorised persons refusing to leave the premises the Nominated supervisor or lead educator will initiate the following drill:

- the educator or student (if appropriate) being harassed, or the closest observer of the student or other educator being harassed, will give a prearranged signal, which is made known to all educators, to begin the drill.
- the educator who receives the signal, will calmly and quietly inform other educators of the need to remove the students to safety. If the threat is inside, students will be escorted outside by educators. If the threat is outside then students will be escorted inside by educators.
- the educator who receives the signal, will notify the Nominated supervisor, Lead educator and security.

- the Nominated supervisor or lead educator will immediately obtain and if possible record relevant information; e.g. physical descriptions, car registration etc.
- The Nominated supervisor will notify the school office and/or Early Learning Centre of the lock down and the reasons.
- an educator will witness and provide back-up for the record but only if it does not place that person in a position of unacceptable risk or harm to themselves, to any student or to others.

Equipment & Facilities:

- there is an alarm bell for sounding warnings of an emergency, which is kept in good working order, and tested regularly.
- the Service has appropriate fire extinguishers that are properly installed and maintained and that staff have basic training in the use of the fire blankets and fire extinguishers kept at the venue. Locations will be clearly indicated by appropriate signage.
- the Service calls upon the Workplace Health and Safety Officer to provide up-to-date information on the appropriate measures which are required to comply with this aspect of this Policy.

Rehearsal of lockdown Procedures

- Staff are to conduct practices of both lock down processes bi-monthly and never less than three-monthly.
- Staff should record:
 - which area was being used before the drill alarm was given
 - the date
 - what type of drill was performed
 - how many students were present
 - which staff were present
 - any problems identified in the practice
- These drills will occur on different times and days of the week so that all educators and students are familiar with the procedures.
- Risk assessments should be conducted and regularly reviewed for lock down procedures and the need for the use of the emergency plans.

REFERENCES:

- Education and Care Services Act, 2013 (Current as at Aug 2020)
- Work Health and Safety Act, 2011
- Education and Care Services National Law Act 2011, Current as at March 2023
- Education and Care Services National Regulations, Current as at October 2023
- Guide to the National Quality Framework, Revised July 2023
- National Quality Standard, Revised 1 February 2018
- Guide to the National Quality Standard, Revised May 2022

See also:

- Mueller OSHC Emergency Evacuation Policy & Procedure
- Mueller OSHC Record Keeping Policy & Procedure
- Mueller OSHC Managing Crisis and Critical Events Policy & Procedure