

# Emergency and Risk Management

## 1. Overview

### 1.1. Purpose

The provision of a safe and healthy environment is vital for children, team members and other stakeholders. This includes effectively responding to emergencies and incidents and managing risk.

### 1.2. Scope

All Junior Adventures Group (JAG) People are required to comply with the provisions set out in this policy, their contract of employment and all other relevant policies, procedures and legislation.

### 1.3. Legislative Requirements

Under the *Education and Care Services National Regulations*, JAG is required to have policies and procedures in place to ensure the health, safety and wellbeing of the children in care.

## 2. Policy Statement

JAG is committed to providing health and safety practices that keep children and team members from harm. Our skilled Team Members utilise our processes and practices to plan and respond to emergencies and incidents and to manage risk.

## 3. Principles

### 3.1. Duty of Care

Team Members have a duty of care to ensure the safety and wellbeing of children attending the Service. This includes regular risk assessment and audits of risks and response to emergencies. Where the health and safety of individuals or the Service's environment are at risk, the Service may be deemed unsafe. The evacuation procedures and/or temporary closure of the Service will be implemented as needed (e.g., in the case of power failure on an excessive heat day or a natural disaster).

### 3.2. Promotion of Safety

We actively promote safe practices and safe play at our Service. Each Service will maintain and implement emergency planning individualised to their site. Risk management plans include emergency procedures for preparing and responding to emergencies, evacuation and contacting emergency services.

JAG is dedicated to ensuring that all JAG People respond to emergencies with consideration for the needs of the children.

### 3.3. Service Closure

In the event of the Service's temporary closure, Team Members will contact children's parents and guardians and request they collect their children until the Service can be deemed a safe and healthy environment again. The relevant state Regulatory Authority will be advised of the closure.

### 3.4. Fire Safety

There will be appropriate fire extinguishers and emergency equipment that are properly installed, maintained and available for use at the venue that we hire from. We will conduct regular safety checks and notify the school where there are actions required to resolve any fire safety issues that arise.

Services are encouraged to seek visits from the fire service to assist the children's awareness and understanding of fire safety.

### 3.5. Supervision

Our approach to supervision includes identifying risks and emergencies and following the appropriate practices to respond in a way that minimises harm to children and JAG People.

### 3.6. Leading Safe Practices

JAG people are led by Service Leaders who regularly assess and build capability in risk identification, mitigation, and emergency response. This includes internal and external training to build knowledge and responsiveness.

Our Service Leader will direct response to emergencies on site and follow our *Emergency and Risk Management Procedures*. This will include reviewing and learning from the incident and how our systems and JAG people responded at the time.

### 3.7. Emergency Procedures

Emergency procedures will be practised following national and state laws and regulations. Service safety checks will be conducted and maintained via safety checklists.

### 3.8. Record Keeping

Records will be kept of site safety audits, incidents and complaints, which will allow us to track issues. This will enable changes in practice to be considered and implemented to maximise safety.

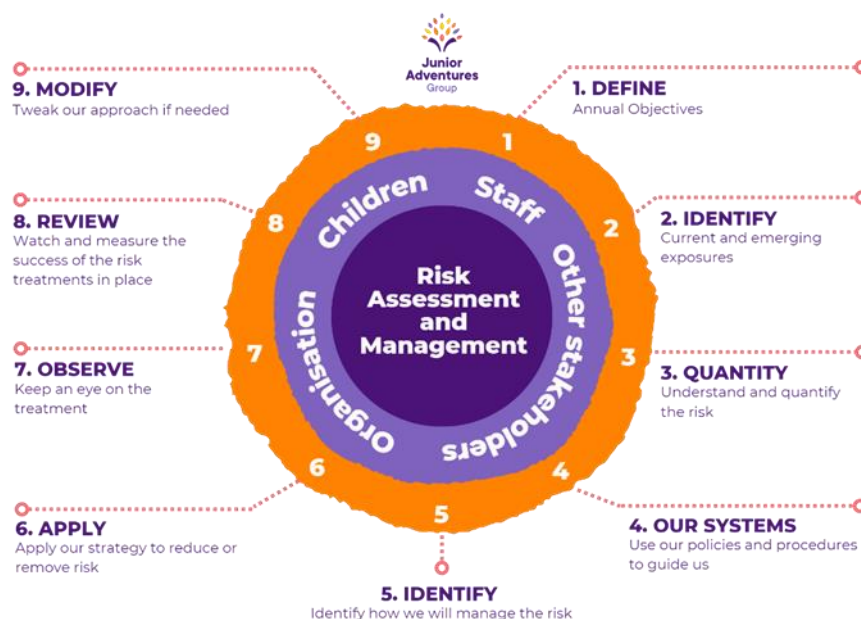
### 3.9. Child Safety

We safeguard children through our procedures and practices, with particular attention to their health and safety when responding to emergencies and risks. Policies and practices reflect the relevant legislation, including the National Principles for Child Safe Organisation.

JAG provides policies and procedures to equip JAG people with the knowledge, skills, and awareness to keep children safe. Service Practices are continuously reviewed and improved to ensure current legislation is in effect throughout the business.

## 4. Emergency Management and Risk Minimisation Plans

The diagram below outlines how we assess and respond to risks in our Service.



An *Emergency Management and Risk Minimisation Plan* will be developed in line with the school's current processes and contain detailed risk assessment, and control measures, for potential emergencies that the Service may be exposed to. Both supervision and service-specific risk assessments will be incorporated into the plan.

In the case of wildlife entering the Service, the local authorities will be advised to arrange the removal of the animal. If deemed a threat to children, all children will be moved indoors/outdoors, dependent on the situation.

The Service's *Emergency Management Plan* will align with state and territory requirements:

State or territory	Relevant requirements
Australian Capital Territory	<a href="#">Regulation 43 of the Work Health and Safety Regulations (2011)</a>
New South Wales	<a href="#">Regulation 43 of the Work Health and Safety Regulations (2011)</a>
Northern Territory	<a href="#">Division 4 of the Work Health and Safety (National Uniform Legislation) Regulations (2011)</a>
Queensland	<a href="#">Section 43 of the Queensland Work Health and Safety Regulations (2011).</a>
South Australia	<a href="#">Regulation 43 of the Work Health and Safety</a>

	<a href="#">Regulations (2012)</a>
Tasmania	<a href="#">Division 4 of the Work Health and Safety Regulations (2022)</a>
Victoria	<a href="#">Schedule II, Occupational Health and Safety Amendment Regulations (2007)</a>
Western Australia	<a href="#">Part 3 of the Occupational Health and Safety Regulations (1996)</a>
<b>The following states are subject to different responsibilities under work health and safety legislation concerning emergency management planning:</b>	
Victoria	<a href="#">Schedule II, Occupational Health and Safety Amendment Regulations (2007)</a>
Western Australia	<a href="#">Part 3 of the Occupational Health and Safety Regulations (1996)</a>

## 5. Key Terms

Term	Definition
Emergency	Is any incident, situation or event where there is an imminent and severe risk to the health, safety or wellbeing of a person at an early childhood education and care service
JAG People	Any adult that governs, manages, conducts work for or provides activities to JAG in a paid or unpaid activity spanning all levels of the organisational structure
Risk Management	Includes the identification, assessment, management, evaluation and review of risks in a setting
Service Leader	Anyone who oversees the Service in one of the following roles:  1. The Approved Provider; if the approved provider is an individual, in other cases, a person with management or control of the Service  2. The Nominated Supervisor of the Service  3. A Responsible Person who has been placed in day-to-day charge of the Service in the absence of the Nominated Supervisor.
Team Members	JAG People who work directly with children.

## 6. References

<b>Education and Care Services National Law and Regulations</b>
Australian Government, Attorney General's Department, Australian Emergency Management
Children Education and Care Services National Law Act 2010
Education and Care Services National Law Act 2010
Education and Care Services National Regulations 2011

National Quality Standards for Early Childhood Education and Care and School Care
St John Ambulance
<b>Other Relevant Legislation</b>
Regulation 97 – Emergency and evacuation procedures
Regulation 98 – Telephone or other communication equipment
Regulation 151 – Record of educators working directly with children
Regulation 158 – Children’s attendance record to be kept by approved provider
Regulation 168 – Education and care Service must have policies and procedures
Regulation 170 – Policies and procedures to be followed
Regulation 171 – Policies and procedures to be kept available
Regulation 172 – Notification of change to policies or procedures
Regulation 183 – Storage of records and other documents
<b>Related Policies</b>
Safeguarding Children and Young People
Service Delivery Governance and Management
Emergency Management Plan and Procedures
<b>Related Procedures</b>
02P006 Health and Hygiene Procedures
02P008 Emergency Management Procedures
07P012 Risk Assessment Procedures
<b>Other</b>
Quality Area 2 & 5: Standards 2.3, 5.1
Guide to National Laws and Regulations
OCG Guide to Child Safe Standards - <a href="https://ocg.nsw.gov.au/child-safe-scheme">https://ocg.nsw.gov.au/child-safe-scheme</a>
CCYP Child safe Standards - <a href="https://ccyp.vic.gov.au/child-safe-standards/">https://ccyp.vic.gov.au/child-safe-standards/</a>
National Principles for Child Safe Organisations - <a href="https://childsafefhumanrights.gov.au/national-principles">https://childsafefhumanrights.gov.au/national-principles</a>

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