



## **PURPOSE**

This policy is a special circumstance policy which augments the main Yarralea Children's Centre *Emergency and Evacuation Policy* and the *Incident, Injury and Illness Policy* and should be read in conjunction with these policies. This Bush Kinder policy only details the specific evacuation procedures for children, staff and volunteers attending the Bush Kinder program in response to an emergency or hazard that may arise during a session.

This policy aims to:

- Set out clear and safe evacuation principles and procedures for Bush Kinder participants in response to an emergency situation of any type;
- Increase awareness and implementation of emergency and evacuation procedures at Bush Kinder amongst staff and the broader kindergarten community;
- Provide an appropriate mechanism for communication of the evacuation procedures for requirements for Bush Kinder sessions to parents/guardians and to children.

## **POLICY STATEMENT**

### **1. VALUES**

Yarralea Centre's Centre is committed to:

- Providing a safe environment for children, staff and volunteers participating in the Bush Kinder program
- Ensuring that an appropriate response is provided, which meets the needs of participants during and following emergency incidents
- Providing effective procedures in place to manage emergency incidents at the Bush Kinder site.

### **2. SCOPE**

This policy applies to children, parents/guardians, staff, committee members, authorised persons, volunteers and students on placement working at Yarralea Children's Centre.

### **3. BACKGROUND AND LEGISLATION**

There are a multitude of possible emergency situations that may arise at Bush Kinder. These include, but are not limited to:

- Fire/Bushfire
- Chemical hazards
- Missing child
- Aggressive dogs off leads
- Other animal intruders

- Uninvited person/stranger (threatening, causing a nuisance or unease for staff and participants)
- Toxic leak
- Hostage/siege
- Natural events, such as extreme weather, floods, severe winds, thunderstorm or earthquake
- The involvement of firearms or other weapons
- Hazardous substances incidents
- Medical emergency (refer to the *Incident, Injury and Illness Policy*).
- Accident

The aim of this policy is to provide the appropriate response to such an incident or emergency to ensure the safety and wellbeing of all Bush Kinder participants.

**Relevant legislation includes but is not limited to:**

- *Education and Care Services National Law 2010 (Vic)*;
- *Education and Care Services National Regulations 2011 (Vic)*;
- *Occupational Health and Safety Act 2004*

**4. DEFINITIONS**

**Assembly Point:** A predetermined and mapped safe place for the Bush Kinder group to meet after an emergency evacuation. Refer to Attachment 1 for Bush Kinder Assembly Points.

**Emergency:** A sudden, unforeseen crisis (usually involving danger) that requires immediate action.

**Emergency Evacuation:** Emergency evacuation is the immediate and rapid movement of people away from the threat or actual occurrence of a hazard.

**Evacuation Route:** A predetermined and mapped safe route to move people away from a threat or danger. At Bush Kinder, the route taken will depend on the emergency/danger. Refer to Attachment 1 for Bush Kinder Evacuation Routes.

**Hazard:** The potential to harm a person's health or safety that can arise from the environment, equipment and substances, poor work design and inappropriate practices and procedures.

**5. SOURCES AND RELATED CENTRE POLICIES**

**Centre Policies**

- *Administration of First Aid Policy*
- *Bush Kinder Program - Extreme Weather Policy*
- *Delivery & Collection of Children Policy*
- *Incident, Injury and Illness Policy*
- *Emergency and Evacuation Policy*
- *Hygiene Policy*
- *Inclusion and Equity Policy*
- *Supervision of Children Policy*
- *Excursions and Service Events Policy*

## PROCEDURES

### General

#### **The Approved Provider is responsible for:**

- Following all requirements in Yarralea's *Emergency and Evacuation Policy* and *Incident, Injury and Illness Policy*
- Establishing, monitoring and reviewing the *Bush Kinder Benefit and Risk Assessment Policy* which identifies a number of potential hazards and risks and mechanisms for their treatment.
- Establishing, monitoring and reviewing (in consultation with staff) emergency evacuation procedures, a series of safe evacuation routes and assembly points in response to a range of potential emergency situations. Refer to Attachment 1 for Bush Kinder Evacuation Procedures, Evacuation Routes and Assembly Points.
- Ensuring emergency evacuation procedures are included in staff documentation carried at Bush Kinder;
- Ensuring a fully equipped first aid kit is included with the Bush Kinder gear and equipment in accordance with *Education and Care Services National Regulations 2011 (Vic) r89*;
- Ensuring all educators and volunteers are aware of the location of first aid kit at Bush Kinder.
- Developing a regular training schedule for Bush Kinder staff that includes the operation of communication systems, evacuation procedures, including evacuation routes and safe places; and occupational health and safety and first aid.
- Ensuring that all children, staff, parent/guardians, students, volunteers and visitors understand the requirements of this policy including conducting practice drills.
- Ensuring new Bush Kinder staff, students and volunteers have an understanding of the Bush Kinder policy and procedures in relation to emergency evacuation in their induction procedure;
- Ensuring procedures are in place at Bush Kinder to identify which staff are in attendance at any one time, such as the sign-in sheet. This can then be used to ensure that all staff are accounted for in the event of an emergency.

#### **The Nominated Supervisor is responsible for:**

- Following all requirements in Yarralea's *Emergency and Evacuation Policy* and *Incident, Injury and Illness Policy*
- Establishing, monitoring and reviewing (in consultation with staff) emergency evacuation procedures, a series of safe evacuation routes and assembly points in response to a range of potential emergency situations. Refer to Attachment 1 for Bush Kinder Evacuation Procedures, Evacuation Routes and Assembly Points.
- Ensuring emergency evacuation procedures are included in staff documentation carried at Bush Kinder;
- Ensuring a fully equipped first aid kit is included with the Bush Kinder gear and equipment in accordance with *Education and Care Services National Regulations 2011 (Vic) r89*;
- Ensuring all educators and volunteers are aware of the location of first aid kit at Bush Kinder.
- Developing a regular training schedule for Bush Kinder staff that includes the operation of communication systems, evacuation procedures, including evacuation routes and safe places; and occupational health and safety and first aid.

- Ensuring that all children, staff, parent/guardians, students, volunteers and visitors understand the requirements of this policy including conducting practice drills.
- Ensuring new Bush Kinder staff, students and volunteers have an understanding of the Bush Kinder policy and procedures in relation to emergency evacuation in their induction procedure;
- Ensuring procedures are in place at Bush Kinder to identify which staff are in attendance at any one time, such as the sign-in sheet. This can then be used to ensure that all staff are accounted for in the event of an emergency.

**The Nominated Supervisor, Certified Supervisors and all other Bush Kinder Staff are responsible for:**

- Ensuring the safety of the children, fellow staff members and volunteers in their care and protecting them from hazards at Bush Kinder;
- Being aware of the Bush Kinder Evacuation Procedures set out in this policy, along with the Evacuation Routes and Assembly Points in the different emergency scenarios as set out in Attachment 1;
- Providing awareness and support to children before, during and after emergencies;
- Providing input into the development of procedures to be followed in the event of an emergency situation, and contributing to the review of the procedures following an emergency incident;
- Informing the committee and reporting notifiable incidents to the Department of Education [DE] (*Education and Care Services National Regulations 2011 (Vic) r87*);
- Recording incidents in the centre's incident book (*Education and Care Services National Regulations 2011 (Vic) r87*).
- Ensuring that all children, staff and volunteers are accounted for in the event of an evacuation.

**Parents/guardians are responsible for:**

- Reading and being familiar with the policy;
- Bringing relevant issues to the attention of both staff and the Committee;
- Ensuring children are signed in and out as per the requirements of the Centre's main *Delivery and Collection of Children Policy* and the *Education and Care Services National Regulations 2011 (Vic) r99*.
- Supporting children's awareness and education in emergency situations
- Following the directions of staff during an emergency, incident or drill.

**EVALUATION**

In order to assess whether the policy has achieved the values and purposes the committee will:

- Where deemed appropriate, seek feedback regarding this policy and its implementation with parents/guardians of children participating in the Bush Kinder program. This can be facilitated through discussions and the annual parent satisfaction survey.
- Ask staff to share their experiences and observations in relation to the effectiveness of this policy.
- Regularly review the policy and centre practices to ensure they are compliant with any new legislation, research or best practice procedures.

**ATTACHMENTS**

Attachment 1: Bush Kinder Evacuation Procedures, Assembly Points and Evacuation Routes

**AUTHORISATION**

This policy was reviewed and updated in 2024.

**REVIEW NOTES:**

## **Attachment 1**

### **Bush Kinder Evacuation Procedures, Assembly Points and Evacuation Routes.**

#### **Evacuation Procedures**

Whatever the emergency, incident or situation that necessitates the evacuation, the following procedures are to be followed by staff and volunteers:

- Blow whistle;
- Keep children calm;
- Ensure sign-in sheet is in the educator's backpack along with other necessary items such as medication;
- Count/check off against the attendance record to ensure all children are accounted for;
- With the exception of the educator's backpack, leave Bush Kinder gear at the site – it can be collected later;
- En-route to Assembly Point (see below for appropriate locations of the Assembly Point), calmly walk children in pairs, keep group close together and ensure no child deviates from the group;
- Educators/adult volunteers to be positioned at the front and back of the group, and flanking the group where possible;
- If required, notify emergency services;
- On arrival at the Assembly Point, conduct a full count/roll call to ensure all children are accounted for;
- If the evacuation/relocation is for weather reasons, wait for the extreme weather to pass, once it does, and if appropriate and safe to do so, following the same relocation procedures to return to the Bush Kinder Site to continue the Bush Kinder session. If not appropriate to return to the Bush Kinder site, the children will return to the Centre.
- Where necessary, notify DE of emergency situation and evacuation;

(continued overleaf)

## **Assembly Points and Routes**

Assembly Points will differ depending on the nature of the emergency:

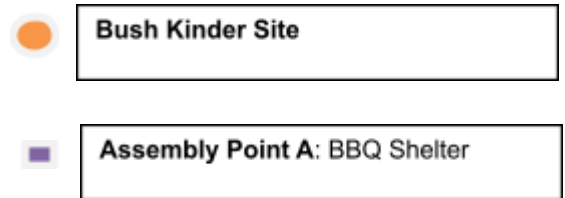
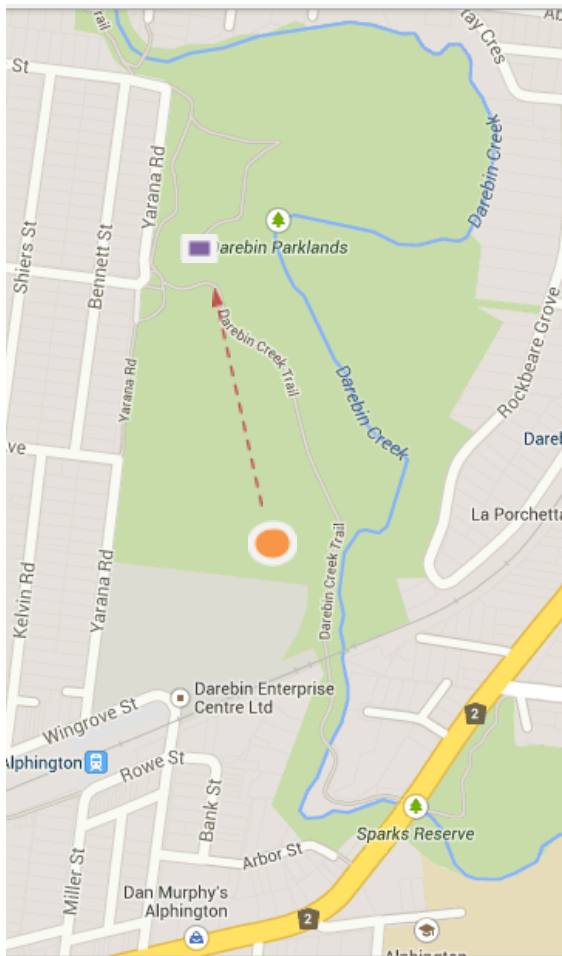
### **A. TORRENTIAL RAIN OR HAIL**

#### **Assembly Point A: BBQ Shelter**

Group to wait here until torrential rain and/or hail has passed and it is safe to resume normal Bush Kinder Activities, or walk back to the Centre.

Shelter may be sought in the Darebin Creek Environment Centre if the weather shows no signs of abating (see Assembly Point B below).

**Route:** Take shortest safe route possible through the parklands.

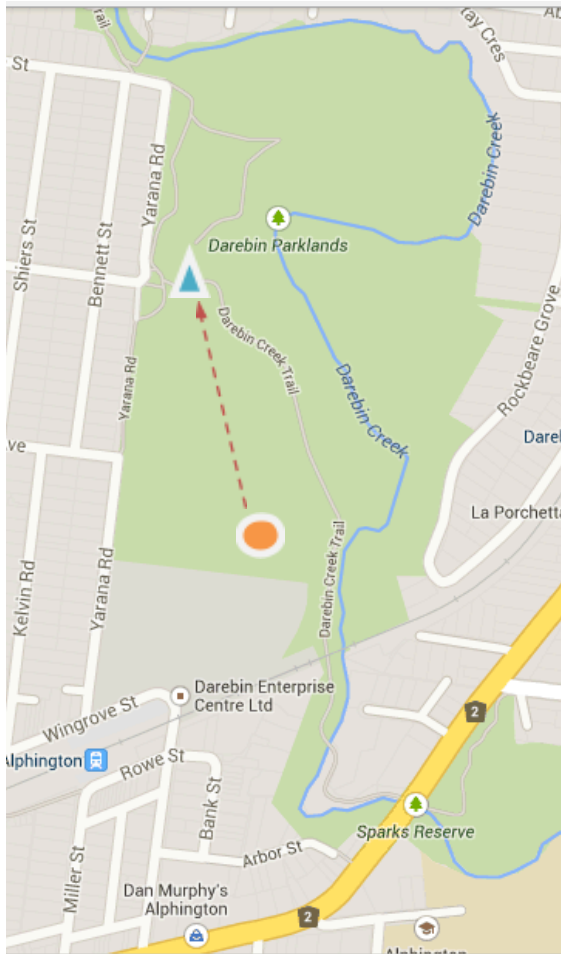




**B. ELECTRICAL STORM, EXTREME WINDS**

**Assembly Point B: Darebin Creek Environment Centre (next door to Park Ranger's Office)**

Group to wait here until storm passes and safe to resume Bush Kinder activities at the Bush Kinder Site or return to the Centre (recommend 30 minutes after electrical storm activity has ceased)

**Route:** Take shortest safe route possible



	<b>Bush Kinder Site</b>
	<b>Assembly Point B: Darebin Creek Environment Centre (next door to Park Ranger's Office)</b>

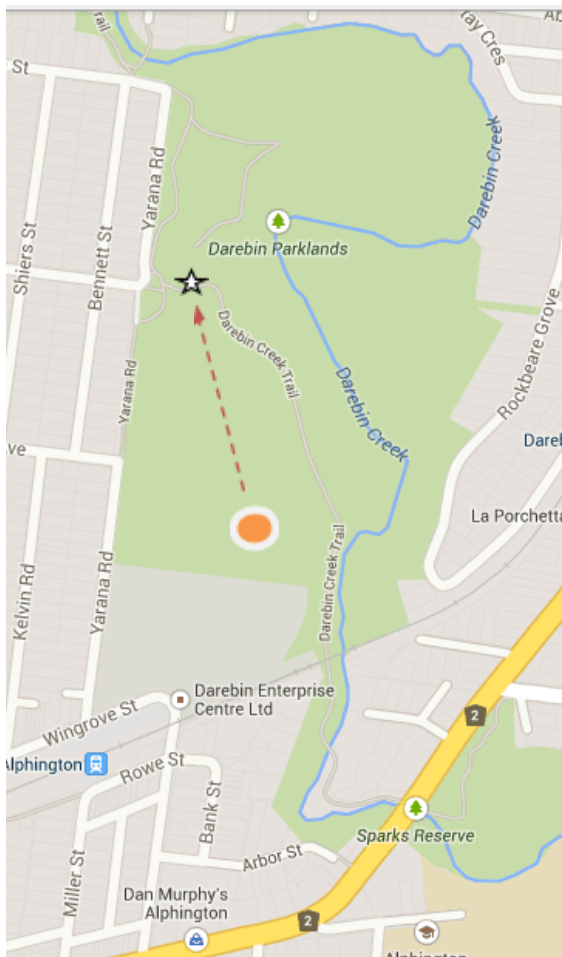




**C. ALL OTHER (when NOT necessary to evacuate Darebin Parklands altogether)**

EMERGENCY EVACUATION SITUATIONS (when NOT necessary to evacuate Darebin Parklands altogether).

**Assembly Point C: Behind Ranger's Office** (chosen for its central point close to Darebin Parklands Staff and for ease of communications).

**Route:** Shortest safest route possible through the Darebin Parklands to behind the Rangers Office.



	<b>Bush Kinder Site</b>
	<b>Assembly Point C: Behind Park Ranger's Office</b>

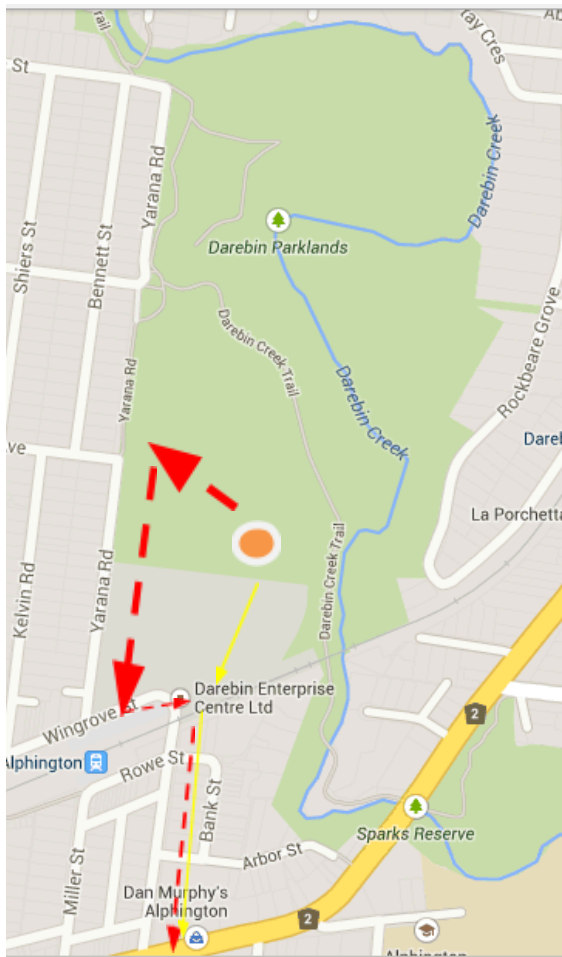
**D. ALL OTHER EMERGENCY EVACUATION SITUATIONS (when NECESSARY to evacuate Darebin Parklands)**




If it is necessary to evacuate Darebin Parklands, where possible group will evacuate back to Yarralea Children’s Centre.

**Routes:**

**Preferred Option:** Leave Darebin Parklands at corner of Yarana St and Parklands Avenue, travel south along Yarana Street, left onto Wingrove Avenue, right hand turn onto Yarralea Street, cross at level train crossing, cross Heidelberg Road at traffic lights and back to Yarralea Children’s Centre (see red lines on map for route).

**Alternate Route** (if not possible to leave Parklands through Yarana St/Parklands Avenue entrance direction): Leave Bush Kinder Site through the Darebin Enterprise Centre entry, walk through to Wingrove Avenue entrance of the Darebin Enterprise Centre, turn onto Yarralea Street, cross at level train crossing, cross Heidelberg Road at traffic lights and back to Yarralea Children’s Centre (see yellow lines on map for route).



	<b>Bush Kinder Site</b>
	<b>Preferred Route back to Yarralea Children's Centre</b>
	<b>Alternate Route Back to Yarralea's Children Centre</b>