

# YMCA Geelong – Emergency Management and Evacuation Policy

OFFICE USE ONLY

Policy Number	Date Approved	Date Last Amended	Status
YG 113-O	18/11/2022	18/11/2022	APPROVED

## 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
  - Chemical explosion
  - Lockdown
- 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. They are located in the Duty Manager manuals in Reception at Newtown Stadium, North Geelong Arena and the Bannockburn Recreation Centre, and in the Office at Camp Wyuna. 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.

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- 3.7 The 000 emergency number is placed beside each telephone along with other relevant emergency numbers.
- 3.8 Each site will practice emergency evacuations and procedures on a regular basis ensuring all staff and children are familiar with the emergency procedures. A minimum of once each school holiday for Children’s Services and once per year for facility management at Newtown, North Geelong, Camp Wyuna and Bannockburn.
- 3.9 Procedures are in place to handle harassment and/or threats to children by persons known or unknown.
- 3.10 All emergency exits will remain clear and exit signs will be checked regularly to ensure they are in working order.
- 3.11 On commencement staff will be referred to the emergency evacuation procedures in the Staff & Volunteers Handbook as part of the induction and will then receive a Site Induction where they will be shown emergency exits and equipment
- 3.12 If an emergency occurs an evaluation will follow to ensure all procedures were in place and were adequate for the occasion.
- 3.13 Families, children, teachers 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 all YMCA Geelong Inc. operations including (but not limited) to the children’s programs regulated by the National Quality Standard Framework.

#### 6 ROLES AND RESPONSIBILITIES

Department/Area	Role/Responsibility
Community Programs Co-ordinator / Centre Director / Centre Co-ordinator / Camp Manager	Ensure the procedures are compliant to the regulations Implement training for staff It is the responsibility of the YMCA to appoint a representative at each Children’s Service to manage all aspects of program.

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Vacation Care Co-ordinators / Duty Managers / Program Leaders	Ensure compliance to policy in program delivery
Vacation Care Leaders / Duty Managers / Program Leaders	Attend training sessions and ensure the policy is implemented during your shift.

## 7 MONITORING, EVALUATION AND REVIEW

Site 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 Senior Management Team.

## 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

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## **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)**

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.

### **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.

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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.

## 9. DOCUMENT HISTORY

Approved by: CEO

Meeting number and date: 10/02/2014

Effective date:10/02/2014

Reviewed:14/03/2017

Next review date: 14/03/2020

Policy Owner: Christine Mawson, OH&S, YMCA Geelong

Contact Details policy owner: Ph: 5221 83 44 E: geelong@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
V3	14/03/2017	Rebecca Johnson	Updated the following sections: 3.5 – detail the placement of management plans/procedures in DM manuals across all YMCA Geelong sites 3.7 – remove Melway reference 3.8 – detail how often emergency evacuations will be practiced across the different YG sites 3.11 – re. induction processes 5. – extending the scope to all YMCA Geelong operations 6. – extending the roles and responsibilities across all sites/operations, not just Children’s Services 7. – SMT will review the policy every 3 years
V4	07/03/2019	Brenda Bowell	Updated policy owner from Jack Trimble Health & Safety Change Agent to Christine Mawson, OH&S

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V5	18/11/2022	Shona Eland	Included in Clause 3.3 Lockdown and Chemical explosions
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As Adopted by the YMCA Geelong on 18.11.2022



Shona Eland  
Acting Chief Executive Officer YMCA Geelong Inc.

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