Neerim South Primary School **Outside School Hours Care Service**
Address: 180 Main Rd, Neerim South VIC 3831
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# OSHC POLICY: EMERGENCY MANAGEMENT AND EVACUATION

## HELP FOR THOSE WITH LIMITED ENGLISH LANGUAGE SKILLS

Neerim South Primary School Outside School Hours Care Service offers support to stakeholders who have limited English language skills, including access to interpreting and translation services, to communicate key information about service policies and procedures.
If you need assistance to understand the information in this policy, please contact the Neerim South Primary School OSHC Service Coordinator or the School Administration Office and ask for language assistance.

## POLICY STATEMENT & PRINCIPLES

The National Law Regulations define an emergency in relation to an education and care service as any situation or event posing an imminent or severe risk to those at the service's premises. Threats and hazards can come from inside or outside the service, including: building fire; medical emergency or incident (for example, anaphylaxis or an asthma attack); an aggressive person or intruder; bushfire or grassfire; floods or other extreme weather; poor air quality (for example, due to smoke from a local fire or bushfire); gas leak or chemical spill; bomb or substance threat; or any other circumstances requiring lockdown.

Neerim South Primary School Outside School Hours Care Service (NSPS OSHC Service) is committed to ensuring the safety, health and wellbeing of everyone at the service. All staff and children regularly rehearse emergency and evacuation procedures to maximise their safety and wellbeing in the event of an actual emergency or evacuation.

This policy provides clear guidelines and procedures for:

- The development of specific emergency and evacuation procedures, practices and guidelines, including for managing bushfire and grassfire risk (as included in the Emergency Management Plan required under the national Law, separate to this policy)
- Risk assessments that identify potential emergencies and inform plans and procedures
- Raising awareness among all those attending the service about potential emergency situations and appropriate responses.

NSPS OSHC Service may be required to undertake specific emergency management planning for certain activities or excursions. This policy does not cover these requirements: see instead the Excursions, incursions and regular outings policy and procedure.

## BACKGROUND & SCOPE

Under the National Regulations, the NSPS School Council ensures that policies and procedures are in place for the management of emergencies and evacuation(regulation 168) and takes reasonable steps to ensure those policies and procedures are followed (regulation 170).

As a condition of approval under the National Law,, the service's emergency and evacuation policies and procedures required under regulation 168 of the Education and Care Services National Regulations include an Emergency Management Plan for managing the service's bushfire and grass fire related risks.

This policy applies to children, families, staff, educators, Approved Provider (including School Council, School Principal and OSHC Sub-Committee) , nominated supervisor (including OSHC Coordinator), students on practicum placement, and volunteers at NSPS OSHC Service.

## REQUIREMENTS

Under the Education and Care Services National Law Act 2010 (the National Law) and Education and Care Services National Regulations 2011 (the Regulations), it is mandatory for services to have policies and procedures detailing actions to be taken in emergencies. This includes having an emergency and evacuation floor plan.

Policies and procedures must be based on a comprehensive risk assessment identifying potential emergencies relevant to the service. It is also a requirement under the Occupational Health and Safety Act 2004 that employers provide a healthy and safe environment for everyone who accesses the services facilities and programs.

Under this policy, NSPS OSHC Service must develop and maintain an Emergency Management Plan (EMP) that:

- Sets out instructions for how to respond to an event
- Identifies site-specific hazards and threats
- Considers these specific threats and hazards in the context of the individual service
- Informs families, staff and centre visitors about communication methods during emergencies and any relocation or closure arrangements outlined in the EMP.

Emergency management planning must be conducted with Neerim South Primary School, to ensure that the plans for the OSHC Service align and are complementary to the School's policies, procedures, and plans.

As part of the EMP, the OSHC Service must also:

- Test emergency response procedures by rehearsing the procedures every three months, in compliance with the National Law. These rehearsals must be documented, and services must be able to demonstrate through the documentation that they have been conducted.
- Review the EMP annually, and after any emergency or critical incident.
- Display an emergency and evacuation floor plan (evacuation diagram) and instructions for what must be done in an emergency (procedure) in a prominent position at each exit point of the service.
- Ensure copies of the emergency and evacuation policy and procedures are available for inspection at the service.

The NSPS OSHC Service emergency and evacuation diagram must include a picture of the floor area and symbols to show:

- The path everyone will take to evacuate the building in an emergency
- The designated assembly area or areas
- The location of emergency equipment and systems, such as fire extinguishers.

## PROCEDURES

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**Emergency Management Planning Team**

The nominated supervisor will assemble a planning team to document, implement, resource and maintain a centre-specific EMP. A team approach will ensure that adequate resources are in place to develop, test and review this EMP.

In general, the planning team consists of the OSHC Coordinator, School Principal, and School Administration personnel responsible for safety, facilities and grounds.

The planning team is responsible for:

- Identifying and assessing risks that could reasonably lead to emergency situations.
- Ensuring that the EMP is available to the appropriate staff.
- Assigning staff to roles on the incident management team.
- Training staff and children in the emergency procedures, and in the equipment and testing procedures, through drills and exercises.
- Considering the need for risk assessments in conducting emergency and evacuation procedure rehearsals.
- Updating the EMP at least annually according to changes (for example, in risks, after drills and exercises, and after actual incidents, to address any deficiencies or inaccuracies) and after any changes to building or grounds (for example, renovations).
- Maintaining records of emergencies and testing of procedures.
- Consulting with the school, relevant authorities (such as the Country Fire Authority and Fire Rescue Victoria) and experts (such as a fire safety advisor) to ensure that procedures are compliant and informed by expertise in emergency management.
- Considering whether there is a need to develop any separate personal emergency evacuation plans (PEEPs) for staff or children with additional needs.

**Emergency Management Plan (EMP)**

The planning team should use the Emergency Management Plan Guidelines and EMP template on the Department of Education (the department) website to develop and review their EMP, available online at https://www.education.vic.gov.au/Documents/emergency-management-plan-(EMP)-template-example.docx

The service's Emergency Management Plan is kept up to date, reflects the service's operating context, is reviewed at least once each calendar year, and includes:

- A list of the service's emergency contact details.
- Procedures for monitoring and managing bushfire and grassfire risks and events.
- Procedures for identifying and managing events that may cause planned, unplanned or pre-emptive closure of the service.
- Procedures for notifying families of children enrolled at the service of any closure.
- Procedures for reviewing and updating the Emergency Management Plan.

A copy of the service's Emergency Management Plan is made available to the Regulatory Authority on request.

**Additional requirements for services on the Bushfire At-Risk Register and Category 4 List**

The Department of Education (the department) maintains a Bushfire At-Risk Register (BARR), identifying schools and early childhood education and care services that are most at risk of bushfire. NSPS OSHC Service is registered on the Department of Education & Training Category 4 List – at some risk of bushfire or grassfire. The following additional emergency management planning requirements include mandated pre-emptive actions:

- The service does not operate on any day that the Victorian Emergency Management Commissioner declares as having a 'Catastrophic' Fire Danger Rating that applies to the area or district at which that service is located.
- The planning team must refer to the department's Bushfire Preparedness Procedures for Education Facilities when developing their EMP.
  https://www2.education.vic.gov.au/pal/bushfire-and-grassfire-preparedness/resources
- The service's emergency and evacuation policies and procedures required under regulation 168 of the Education and Care Services National Regulations include an Emergency Management Plan for managing the service's bushfire and grass fire related risks.

## Emergency Evacuation and Lockdown Drills

Emergency evacuation and lockdown drills are rehearsed and documented at least once every 3 months by everyone attending the service, as mandated by Regulation 97(3)(a). Rehearsal of both lockdown and evacuation is required every 3 months as separate processes for before school care, after school care, and vacation care, due to different requirements of the operating context.

All drills are recorded on service specific drill templates, and are kept by the service. The records are available to the regulatory authority and any other relevant stakeholder by request.

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## RESPONSIBILITIES - POLICY IMPLEMENTATION

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**Responsibilities of the School Council (as the Approved Provider)**

The approved provider is responsible for:

- Ensuring the emergency and evacuation policy and procedures are in place and available to all stakeholders, including nominated supervisors, educators, staff, students on placements and volunteers at NSPS OSHC Service
- Conducting a risk assessment to identify potential emergencies at least once every 12 months, or as soon as practicable after becoming aware of any circumstance that may affect the safe evacuation of children from the service, as per Regulation 97(2)
- Taking reasonable steps to ensure that nominated supervisors, educators, staff and volunteers follow the policy and procedures and are aware of their responsibilities under Regulation 170
- Ensuring the service's emergency management contact details are up to date on the NQA IT System
- Conducting an initial risk assessment of emergency evacuation routes and assembly points
- Reviewing the risk assessment at least once every 12 months and as soon as practicable after becoming aware of any circumstance that may affect the safe evacuation of children from the service
- Ensuring any necessary updates to the emergency and evacuation policies and procedures are implemented as soon as practicable after reviewing the risk assessment
- Ensuring that copies of the emergency and evacuation floor plan and instructions are prominently displayed near each exit at the service premises and along evacuation routes
- Developing procedures for what must be done in the event of an emergency at the service, and ensuring these meet the requirements set out in Regulation 97(1), noting these procedures will be prepared based on the risk assessment for the service
- Developing an emergency and evacuation floor plan
- Supporting the service with advice and approval for pre-emptive closure arrangements due to extreme weather conditions (based on BARR category rating)
- Ensuring emergency equipment is tested within the timeframes recommended by recognised authorities
- Ensuring the service conducts and documents emergency evacuation and lockdown drills and rehearsals every 3 months. Note that rehearsal of both lockdown and evacuation is required every three months as separate processes for BSC, ASC and VAC due to their different requirements
- Ensuring nominated supervisors document all rehearsals of the emergency and evacuation procedures
- Ensuring that those working at, or attending the service, have access to a telephone, mobile phone (or similar device) for immediate communication with parents and guardians and emergency services, as per Regulation 98, and that the phone numbers of emergency services are displayed

- Ensuring that an attendance record is completed and maintained to account for all children, staff, volunteers and visitors attending the service
- Notifying the Regulatory Authority of any serious incidents, change of circumstance or complaints
- Ensuring staff are provided with support following an emergency or other event that impacts the centre
- Reporting notifiable incidents in the workplace to WorkSafe Victoria.
- Review and develop this policy at least annually, and when the need arises.
- Authorise any changes to this policy.
- Monitor complaints and incidents regarding this policy.
- Ensure that copies of the policy and procedures are readily accessible to nominated supervisors, coordinators, educators, staff, volunteers and families, and available for inspection.
- Notify families at least 14 days before changing the policy or procedures if the changes will affect the fees charged or the way they are collected or; significantly impact the service's education and care of children or; significantly impact the family's ability to utilise the service.

**Responsibilities of the OSHC Coordinator (or in the absence of the OSHC Coordinator, the Nominated supervisor/ Responsible person present):**

The nominated supervisor is responsible for:

- Ensuring that this policy and associated procedures, including the emergency evacuation floor plan and EMP, are readily available to all stakeholders as per Regulations 168 and 171
- Ensuring that educators, staff, students on placements and volunteers adhere to this policy and its procedures, and are aware of their respective responsibilities
- Ensuring staff, children and other regular users and visitors understand the response procedures outlined in the centre EMP
- Making sure all staff, children, volunteers and visitors are aware of emergency evacuation points
- Ensuring educators and staff have ready access to a telephone, mobile phone or similar means of communication
- Creating an EMP specific to the service. This plan should be developed and maintained using the Online EMP template as provided by the State Government Department of Education. A hard copy will be available at the main entrace/exit of the Orana Centre, and is, available for families, the regulatory and and other relevant stakeholders to view as requested
- Ensuring that the service's emergency management contact details are up to date on the National Quality Agenda IT System (NQA IT System) online portal
- Conducting a risk assessment at least annually to identify potential emergencies
- Assessing emergency evacuation routes and assembly points to ensure their safety and effectiveness during emergencies (including ensuring that designated emergency exits or routes are always kept clear so everyone can evacuate safely)
- Ensuring that any necessary updates to the emergency and evacuation policies and procedures are promptly implemented following a review of the risk assessment

- Ensuring that copies of the emergency and evacuation floor plan and instructions are displayed prominently near each exit at the service premises and along evacuation routes, as required by Regulation 97(4)
- Ensuring that emergency evacuation and lockdown drills are rehearsed and documented at least once every 3 months by everyone attending the service, as mandated by Regulation 97(3)(a). Rehearsal of both lockdown and evacuation is required every 3 months as separate processes, due to different requirements
- Ensuring that staff with nominated roles in the EMP understand and practise their responsibilities
- Providing training to all staff, students and other regular users and visitors, such as cleaners and tradespeople, in EMP response procedures
- Contacting the School Principal to seek approval for and confirm any pre-emptive closure arrangements due to extreme weather conditions, such as elevated fire danger (if relevant based on BARR category rating, as outlined above at Section 3, Actions and Procedures)
- Informing the School Principal, families, parents and carers of communication methods during emergencies and any closure or pre-emptive arrangements, especially if the site is at risk of bushfire or grassfire
- Making the preparations identified in the EMP to maximise the safety of children, staff, families and other regular users and visitors, and to prevent negative outcomes from emergencies
- Testing emergency arrangements for core procedures listed in the EMP every 3 months for a variety of emergency scenarios.Contribute to the review and development of this policy at least annually, and when the need arises.
- Ensuring this policy is implemented.
- Monitoring complaints and incidents regarding this policy.
- Taking reasonable steps to ensure that nominated supervisors, educators, staff and volunteers actively implement this policy.
- Ensuring that copies of the policy and procedures are readily accessible to nominated supervisors, coordinators, educators, staff, volunteers and families, and available for inspection.
- Communicating openly with families and stakeholders about this policy and its implementation.
- Assessing the needs of staff and families and, where required, provide policies and procedures in multiple languages or an appropriate alternative such as online translation software and/or in audio versions.
- Considering the needs of any temporary or casual staff and how they will access the policies and procedures.

**Responsibilities of all staff (including volunteers and students on practicum placement)**

- All staff working with NSPS SOCH Service (including casual staff, students on placements and volunteers) must be familiar with emergency and evacuation procedures and actively support children and families to plan for and respond to emergencies. This includes participating in regular emergency response drills.
- All staff are encouraged to download the VicEmergency app (Android app or Apple app) to stay up to date about any emergencies. The app includes notifications about any forecasts of Catastrophic FDR days in their fire weather district.

**Responsibilities of Educators:**

- Ensuring they are familiar with the NSPS OSHC Service EMP
- Regularly assessing potential emergencies and evacuation routes, and updating procedures promptly based on these assessments
- Rehearsing and documenting emergency evacuation and lockdown drills in each component of care (e.g. before school, after school, and vacation care)
- Providing feedback to the OSHC Coordinator or nominated supervisor after rehearsals on the effectiveness of procedures
- Ensuring children, other staff, students on placements, volunteers and visitors are aware of emergency evacuation points
- Ensuring up-to-date contact lists are available in each room. These must specify who will carry the lists during evacuations
- Following the procedures for collecting children's medication and managing medical conditions during emergencies, as outlined in the Administering medication policy and procedure, and ensuring these are documented in the centre's EMP and updated whenever a child's circumstances or medication management requirements change
- Identifying potential hazards and taking action to manage and minimise risks within the service premises
- Ensuring designated emergency exits and routes are always kept clear for safe evacuation
- Maintaining lockdown areas to ensure they are ready for use during emergencies
- Participating in regular training sessions such as those related to first aid, emergency management and OHS, to enhance readiness for emergency situations
- Regularly reviewing, evaluating and updating EMPs, manuals and procedures annually, or following an emergency incident
- Offering support to children before, during and after emergencies to minimise distress and ensure their safety
- Regularly checking documentation and practices to ensure compliance with emergency policies and procedures
- Informing supervisors or designated authorities about any serious or notifiable incidents at the service
- Identifying staff and children who may require additional assistance during emergencies
- Verifying and maintaining the emergency contact details on each child's enrolment form
- Completing and maintaining attendance records to account for all children attending the service
- Keeping written records of all visitors, including arrival and departure times
- Ensuring children are adequately supervised at all times and protected from hazards and harm, following the Supervision of children policy
- Educating children about potential emergency situations and appropriate responses, to empower them to act safely
- Incorporating opportunities for children's learning into the emergency management process. Key skills such as gross motor, coordination, language and cognitive skills can be practised during evacuation rehearsals.

**Responsibilities of Families:**

- Familiarising themselves with the emergency management and evacuation policy, and the NSPS OSHC Service emergency management and evacuation safety plan
- Ensuring that all contact details are up to date for communication during emergencies
- Ensuring that they sign their child in and out of the service during drop off and pick up (see the Drop off and collection of children policy and procedure).
- Familiarising themselves with the guidelines for planned closures on all days forecast as Catastrophic, and their options for extended closures
- Communicating with OSHC staff about any concerns about fire risk, about intending to keep children home pre-emptively or to request learning-from-home support in these circumstances.

## KEY TERMS

| TERM | MEANING |
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| **Bushfire at Risk Register (BARR):** | Education facilities identified as being at highest risk of fire are listed on the department's BARR. Inclusion triggers pre-emptive closures on days designated as Catastrophic in their Bureau of Meteorology district. It also means facilities must take other additional steps to prepare, based on their fire risk category. |
| **Country Fire Authority (CFA):** | An organisation tasked with responding to various fire and emergency incidents. In addition to response efforts, CFA engages in fire safety building inspections, community awareness and education programs and post-incident analysis and fire investigation, as well as fire prevention and land-use planning at a municipal level. |
| **Critical incidents:** | Events requiring planning and response, such as child abuse, medical emergencies, mental stress, data breaches or missing persons. |
| **Emergency:** | Defined in section 3 of the Emergency Management Act 2013, an emergency encompasses any actual or imminent event endangering or threatening safety, health, property or the environment in Victoria. This includes natural events, fires, explosions, accidents, security threats and disruptions to essential services, requiring coordinated responses. |
| **Emergency drill or rehearsal:** | A process to rehearse anticipated emergency scenarios or events, designed to help clarify roles and responsibilities, provide training and verify the adequacy of the emergency response. |
| **Emergency Management Plan (EMP):** | A written set of instructions for preparing for and responding to emergencies. Templates and guidance for developing an EMP are available on the department's website. https://www2.education.vic.gov.au/pal/emergency-critical-incident-management-planning/resources |
| **Emergency services:** | Includes ambulance, fire brigade, police and state emergency services. |
| **Evacuation floor plan:** | An evacuation plan is used where it is deemed necessary to evacuate the immediate area or building to ensure the safety and wellbeing of children and adults. It may also have the name 'evacuation diagram'. |
| **Evacuation route:** | Continuous path of travel (including exits, public corridors and the like) from any part of a building to a safe place. |
| **Fire Rescue Victoria (FRV):** | Formerly known as Metropolitan Fire Brigade, FRV responds to fires, rescues, road crashes, medical calls and hazardous spills. They also focus on community education, systemic reforms and fire prevention programs, to enhance community safety and resilience. |

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| **Fire Safety Advisor:** | A role in some jurisdictions responsible for coordinating fire safety management plans, evacuation procedures and staff training on firefighting equipment and evacuation procedures. |
| **Hazard:** | Anything with a potential for harm in terms of human injury or ill health, damage to property, damage to the environment or a combination of these. |
| **Incident:** | An event that has led to or could have led to an injury. Incidents include 'near misses', accidents and injuries. They may impact students, employees, school operations or security, and may involve serious conduct or require police notification. |
| **Incident Management Team:** | Comprises the incident controller and other personnel responsible for the functions of operations, planning and logistics. |
| **Incident Support and Operations Centre (ISOC):** | The incident reporting unit of the department that Schools should contact to report incidents. |
| **Lockdown:** | A security measure taken during an emergency to prevent people from leaving or entering a building or premises until the threat or risk has been resolved. |
| **Lock in:** | A security measure taken during an emergency to prevent people from leaving a building or premises until the threat or risk has been resolved. |
| **Lock out:** | A security measure taken during an emergency to prevent people from entering a building or premises until the threat or risk has been resolved. |
| **Personal emergency evacuation plan (PEEP):** | A separate personal emergency management plan for staff or children with additional needs. |
| **Planned closure:** | Refers to closures of services on the department's Bushfire At-Risk Register and Category 4 List on Catastrophic fire danger days. Notice of planned closures is provided where possible, ensuring safety during high fire danger periods. |

## LINKS TO OTHER NSPS OSHC SERVICE POLICIES

In compliance with regulation 171, copies of the current policies and procedures required under regulation 168 (including this policy) are available for inspection at the OSHC Service at all times that the service is operating, or otherwise on request.

Associated NSPS OSHC Service policies and procedures include:

- Administration of first aid
- Children leaving the service unaccompanied
- Delivery and collection of children by families
- Drop off and collection of children policy and procedure
- Enrolment and orientation
- Excursions, incursions and regular outings policy and procedure
- Incident, injury and trauma
- Medical conditions and medication
- Payment of compulsory fees and provision of statements
- Safe arrival of children after school
- Supervision of children policy
- Transportation of children

## SOURCES


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| Australian Children's Education and Care Quality Authority (2026) ***Emergency and evacuation policy and procedure guidelines*** https://www.acecqa.gov.au/sites/default/files/2026-01/Emergency%20and%20evacuation.pdf |
| Australian Children's Education and Care Quality Authority (August 2017); ***Occasional Paper 5, Leadership and management in education and care services*** https://www.acecqa.gov.au/acecqas-occasional-paper-5-quality-area-7 |
| Australian Children's Education and Care Quality Authority (February 2024); ***Guide to the National Quality Standard.*** https://www.acecqa.gov.au/national-quality-framework/guide-nqf |
| Australian Children's Education and Care Quality Authority (2022) ***Six reasonable steps to ensure staff follow policies and procedures*** https://www.acecqa.gov.au/sites/default/files/2022-11/13-Six-steps-staff-policies-procedures%20v3.pdf |
| Australian Government Department of Education (2024) ***Child Care Provider Handbook*** https://www.education.gov.au/early-childhood/resources/child-care-provider-handbook |
| Commission for Children and Young People (July 2022); ***Child Safe Standards.*** https://ccyp.vic.gov.au/child-safe-standards/ |
| State Government of Victoria, Department of Education, ***Guide to developing your emergency management plan for early childhood services (and other resources)*** https://www.vic.gov.au/emergency-management-early-childhood-services |
| State Government of Victoria, Department of Education, ***Bushfire preparedness procedures for education facilities*** https://content.sdp.education.vic.gov.au/media/bushfire-preparedness-procedures-education-facilities-1291 |
| State Government of Victoria, Department of Education, ***Bushfire At-Risk Register (BARR) category list, Schools and early childhood services at risk of grassfire - Category 4*** https://www.vic.gov.au/category-4-list |
| State Government of Victoria, Department of Education ***Early childhood services bushfire site readiness review checklist*** https://www2.education.vic.gov.au/pal/bushfire-and-grassfire-preparedness/resources |
| State Government of Victoria, Department of Education, ***Emergency management in early childhood services – guidance and resources*** https://www.vic.gov.au/emergency-management-early-childhood-services |


Other links:

- Fire Rescue Victoria https://www.frv.vic.gov.au/
- Country Fire Authority - https://www.cfa.vic.gov.au/
- State Emergency Service - https://www.ses.vic.gov.au/
- Vic Emergency: Incidents and warnings https://emergency.vic.gov.au/respond/
- Vic Emergency Hotline: 1800 226 226

## NATIONAL QUALITY FRAMEWORK

**Education and Care Services National Law** https://www.acecqa.gov.au/nqf/national-law-regulations/national-law
The National Quality Framework operates under an applied law system, comprising the Education and Care Services National Law and the Education and Care Services National Regulations. The purpose of the applied law system is to set a national standard for children's education and care across Australia. The following regulations inform the implementation of this policy.

| Regulation | Description |
|---|---|
| Regulation 4 | Definitions |
| Regulation 12 | Meaning of serious incident |
| Regulation 55 | Quality improvement plans |
| Regulation 56 | Review and revision of quality improvement plans |
| Regulation 73 | Educational program |
| Regulation 74 | Documenting of child assessments or evaluations for delivery of educational program |
| Regulation 75 | Information about educational program to be kept available |

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|---|---|
| Regulation 76 | Information about educational program to be given to parents |
| Regulation 85 | Incident, injury, trauma and illness policies and procedures |
| Regulation 86 | Notification to parents of incident, injury, trauma and illness |
| Regulation 87 | Incident, injury, trauma and illness record |
| Regulation 89 | First aid kits |
| Regulation 90 | Medical conditions policy |
| Regulation 91 | Medical conditions policy to be provided to parents |
| Regulation 92 | Medication record |
| Regulation 93 | Administration of medication |
| Regulation 94 | Exception to authorisation requirement – anaphylaxis or asthma emergency |
| Regulation 95 | Procedure for administration of medication |
| Regulation 96 | Self-administration of medication |
| Regulation 97 | Emergency and evacuation procedures |
| Regulation 98 | Telephone or other communication equipment |
| Regulation 99 | Children leaving the education and care service premises |
| Regulation 100 | Risk assessment must be conducted before excursion |
| Regulation 101 | Conduct of risk assessment for excursion |
| Regulation 102 | Authorisation for excursions |
| Regulation 102B | Transport risk assessment must be conducted before service transports child |
| Regulation 102C | Conduct of risk assessment for transporting of children by the education and care service |
| Regulation 136 | First aid qualifications |
| Regulation 145 | Staff record |
| Regulation 150 | Responsible person |
| Regulation 151 | Record of educators working directly with children |
| Regulation 152A | Record of replacement educator |
| Regulation 157 | Access for parents |
| Regulation 158 | Children's attendance record to be kept by approved provider |
| Regulation 165 | Record of visitors |
| 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 173 | Prescribed information to be displayed |

**National Quality Standard** https://www.acecqa.gov.au/nqf/national-quality-standard
The National Quality Standard (NQS) sets a high national benchmark for early childhood education and care and outside school hours care services in Australia. The NQS includes 7 quality areas that are important to outcomes for children. NSPS OSHC Service is assessed and rated by the Victorian Government Department of Education against the NQS and given a rating for each of the 7 quality areas and an overall rating based on these results. The following quality areas, standards and elements support the implementation of this policy.

| **Standard/Element** | **Item** |
|---|---|
| Element 1.3.2 | Critical reflection |
| Element 1.3.3 | Information for families |
| Quality Area 2 | **Children's Health and Safety** |
| Standard 4.1 | Staffing arrangements |
| Element 4.1.1 | Organisation of Educators |
| Element 5.1.2 | Dignity and rights of the child |
| Element 6.2.2 | Access and participation |
| Element 6.2.3 | Community engagement |
| Element 7.1.2 | Management systems |
| Element 7.1.3 | Roles and responsibilities |
| Standard 7.2 | Leadership |
| Element 7.2.1 | Continuous improvement |
| Element 7.2.2 | Educational leadership |
| Element 7.2.3 | Development of professionals |

**Framework for School Age Care in Australia** https://www.acecqa.gov.au/sites/default/files/2023-01/MTOP-V2.0.pdf
Under the National Law, services must deliver an educational program to all children being educated and cared for that is based on an approved learning framework, delivered in accordance with that approved learning framework, based on the developmental needs, interests and experiences of each child , and designed to take into account the individual differences of each child. The following principles, practices and learning outcomes support the implementation of this policy.

| Principle/Outcome | Description |
|---|---|
| Principles | Partnerships |
| | Critical reflection and ongoing professional learning |
| | Collaborative leadership and teamwork |
| Practices | Holistic, integrated and interconnected approaches |
| | Collaboration with children and young people |
| Learning outcomes | Children and young people have a strong sense of identity |
| | Children and young people and connected with and contribute to their world |
| | Children and young people have a strong sense of wellbeing |
| | Children and young people are confident and involved learners |
| | Children and young people are effective communicators |

## INDUCTION AND ONGOING TRAINING

The Neerim South Primary School Council as the Approved Provider acknowledges the important role played by our service leaders, educators and staff. They are provided with the necessary training and support to implement Outside School Hours Care service policies and procedures.

To ensure that all NSPS OSHC service stakeholders are given adequate induction and ongoing support to develop a thorough understanding of these procedures, this policy will be provided in accordance with induction processes for the OSHC Service staff team.

## EVALUATION, REVIEW & DEVELOPMENT

This policy will be reviewed and developed accordingly as part of the NSPS OSHC Service annual review process, or more often if necessary due to changes in regulations, circumstances, or operational matters.

In response to any breach of this policy, this policy and procedures (and any directly associated policies and procedures) will be reviewed and developed to ensure the effectiveness of their implementation.

NSPS OSHC Service ensures that all relevant stakeholders are notified at least 14 days before making any change to this policy, unless that notice period would pose a risk to the safety, health or wellbeing of any child enrolled at the service. In this instance, stakeholders will be notified as soon as practicable after making a change in accordance with requirements under the National Law.

| Date | Description | Author |
|---|---|---|
| 09/02/2026 | New policy developed to meet regulatory requirements and conditions of approval in relation to EMP | OSHC Sub-Committee |
| 16/02/2026 | Approved | School Council |
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Next scheduled review due February 2027