



Trawalla Primary School

CHILD SAFE

ENVIRONMENT POLICY

PREPARED BY:

Kate Morcombe

APPROVED BY COUNCIL:

October 2016

REVIEWED:

October 2018

Purpose:

Trawalla Primary School will provide a safe and caring environment for children. Children will be provided with appropriate care in the event of an accident and protection from injury or disasters. Parents will feel confident that their child's safety is assured. Staff will be provided with a safe work environment, appropriate training, well-planned and practised emergency/ evacuation procedures.

Rationale:

Trawalla Primary School aims to promote a healthy and safe environment in which children will explore, grow and learn free from harm or danger. If an accident, incident, emergency or natural disaster occurs at the service, the children and staff will be well- practised in the required procedures to ensure as far as possible the safety and well-being of each person present.

Scope:

The Children's Services Act 1996 and the Children's Services Regulations of 2009 requires Trawalla Primary School to implement policy that includes a management policy, practices, procedure, education and training to ensure the health and safety of children accessing the out school hours supervision.

Protocol/Procedure:

Action Plans from the Emergency Plan are located at the exit doors of all classrooms on a grab hook.

An emergency management drill shall be carried out once a term.

Once alerted of an emergency or aware of an emergency:

- Evacuate the room or rooms with all children taking the roll, with you, closing the door as you go.
- Once evacuated, ensure that everyone is accounted for.
- Leave all bags books etc.
- Notify office of emergency
- When all children have been accounted for, walk to the assigned meeting point.

ALL STAFF MUST ENSURE THEY ARE FAMILIARISED THOROUGHLY WITH THE EMERGENCY MANAGEMENT PLAN

References/Legislation

- Staying Healthy in Child Care* by National Health and Medical Research Council
- Standards Australia website* – www.standards.com.au
- Guide to the National Quality Standard: elements 2.1.2, 2.1.4, 2.3.1, 2.3.2*
- National Privacy Principles* – www.privacy.gov.au/act/index.html
- National Regulations: regulations 168 (2.e); 168 (2.a)*