

MANOR FARM KINDERGARTEN



EMERGENCY PLAN

Aim:

- To outline how the Manor Farm Kindergarten will respond to emergency situations
- To ensure the safety of children and educators in emergency situations
- Links to National Quality Standards:
 - 2.2 Each child is safe and protected.
 - 2.2.1 At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.

Context:

- The Manor Farm Kindergarten is a large site with big outdoor and indoor spaces. The main entry point into the building from the street is via the front entrance door, which is located in the centre of the indoor areas. There are two additional exit doors leading into the outdoor areas, and two side gates on either side of the outdoor areas.
- Due to the size of the centre and difficulty predicting direction or location of possible danger, the site does not have one nominated evacuation point. Instead, the educators will make a decision when faced with an emergency, to determine the most suitable and appropriate location for safety. This may be inside, outside or off-site (ie the Keller Road School grounds).

The emergency procedure:

- Warning blasts on whistle by staff member upon discovering the emergency, or upon being notified of the emergency by a child, parent, visitor, emergency services or passer-by. **The blasts will be for as long as is necessary to ensure everyone has heard the warning** and all children and educators are responding to the emergency.
- The educator will continue blowing the whistle while he/she **leads the group into a safe location**, away from the danger.
- Any **other staff member(s)** available on the days will:
 - Collect the roll book and the mobile phone
 - Collect the medication box
 - Check the premises to ensure no one has been left behind
- **The roll will be checked**, as soon as possible to ensure that all children, staff and visitors are accounted for.
- **Emergency services will be notified as soon as possible**, if necessary.

- **Parents and families will be notified** as soon as is practicable, informing them of what has happened and what the collection procedures will be.
- **Other key agencies will be notified** as soon as possible, ie the Education Director, Department for Education, The Board etc.
- The educators will continue **reviewing the situation and undertaking risk assessments**, and make appropriate adjustments as necessary. They will also respond to any advice given to them by emergency services. If needed, they will relocate the group to a more suitable location.

The director will:

- Complete Incident Report as soon as practicable (within 24 hours)
- Provide families and other agencies with updates
- Organise Social Work or Counselling support, if needed

Emergency systems in place:

- The Manor Farm Kindergarten educators will practice Emergency procedures at least every 3 months, ensuring that all children and staff members are aware of what to do. The Emergency Procedures will be rehearsed in the forms of invacuation, evacuation and off-site evacuation. They may be planned or spontaneous.
- The roll book contains emergency contacts and has a whistle and the gate/centre keys attached to it.
- The centre's mobile phone is updated with current emergency contact numbers.
- The medication box includes children's medication, first aid kit, asthma kit and an EpiPen, as well as individual children's medical forms.
- The exit doors are left unlocked and can be quickly opened in an emergency.
- The side gates are left unlocked. The big side gate cannot be left unlocked as it does not have a child safety lock, but the key for it is attached to the roll book, and is also located in other locations throughout the kindy.

References

- Manor Farm Kindergarten Emergency Management Plan
- Manor Farm Kindergarten Emergency Evacuation Procedure Risk Assessment
- DfE Work Health and Safety Regulations
- DfE Emergency Management Policy

Glossary of terms

- DfE: Department for Education

MANOR FARM KINDERGARTEN



INCLEMENT WEATHER POLICY

Aim:

- To ensure children and educators are safe during extreme weather conditions.
- Links to National Quality Standards:
 - 2.2 Each child is safe and protected.
 - 2.2.1 At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.

Note: The Manor Farm Kindergarten has a separate HOT WEATHER AND SUN SAFE POLICY.

Parents will:

- Send children to Kindergarten in weather appropriate clothing:
 - Summer: light clothing that covers shoulders, sun safe hat, sunscreen
 - Winter: layers of clothing, warm jacket, closed shoes
- Collect children if requested by the centre, in times of extreme conditions that may impact on their wellbeing eg long power blackouts.

The educators will:

- Undertake a risk assessment for outdoor experiences, if the weather is unpredictable or there are weather warnings.
- Refer to the Bureau of Meteorology for information related to weather conditions eg UV ratings, strong winds, fire or storm warnings.
- Activate appropriate cooling and heating systems to provide relief from the weather.
- Ensure water is provided for children at all times.
- Contact parents and follow first aid procedures if children appear to suffer from weather related issues eg heat stroke, asthma, hypothermia, dehydration.
- Regularly practice and review Emergency Procedures, eg evacuation, invacuation.

The educators will NOT:

- Cancel outdoor play just because it is cold. At the Manor Farm Kindergarten, we believe that with appropriate clothing, children can fully enjoy the benefits of outdoor experiences, even in the winter months.

The director will:

- Seek direction from DECD or other authorities during extreme weather conditions.
- Ensure all trees within the Kindergarten grounds are inspected biannually, in line with the maintenance schedule and that follow up actions are implemented.
- Take on the responsibility of making parents aware of the policy, by distributing it to new and existing families via the newsletter, parent information noticeboard and the website.
- Ensure the policy is understood by all educators and is contained within the induction information for new staff.
- Ensure the policy is reviewed biannually (or as required).

References

- National Quality Standards
- DfE Inclement Weather Procedure

Glossary of terms

- DfE: Department for Education