

Emergency Service Contact Policy

- ring 000 to request police, fire or ambulance in an emergency (translators are available)
- stay calm, stay on the line, provide address or location and be as specific as possible
- follow instructions provided
- display the emergency number near telephones
- teach children and visitors the emergency number is 000 and how to use it.

Lock Up Policy

At the end of each day the Nominated Supervisor or Person in Charge will:

- check all beds/cots to ensure no child is still asleep
- check indoors and outdoors to ensure no child is still on the premises
- check all children have been signed out
- turn off lights, A/C, shut blinds, turn on alarm and lock premises.

if a child has not been signed out, ask educators if the child was collected, if not immediately search the premises, if not found contact the parents, if they do not have child contact the police, document serious incident and notify Regulatory Authority within 24 hours.

Do you have any feedback or comments about these policies? Please include below.

Educator's Name	Educator's Signature

Week 10b, 13 to 17 April 2020

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