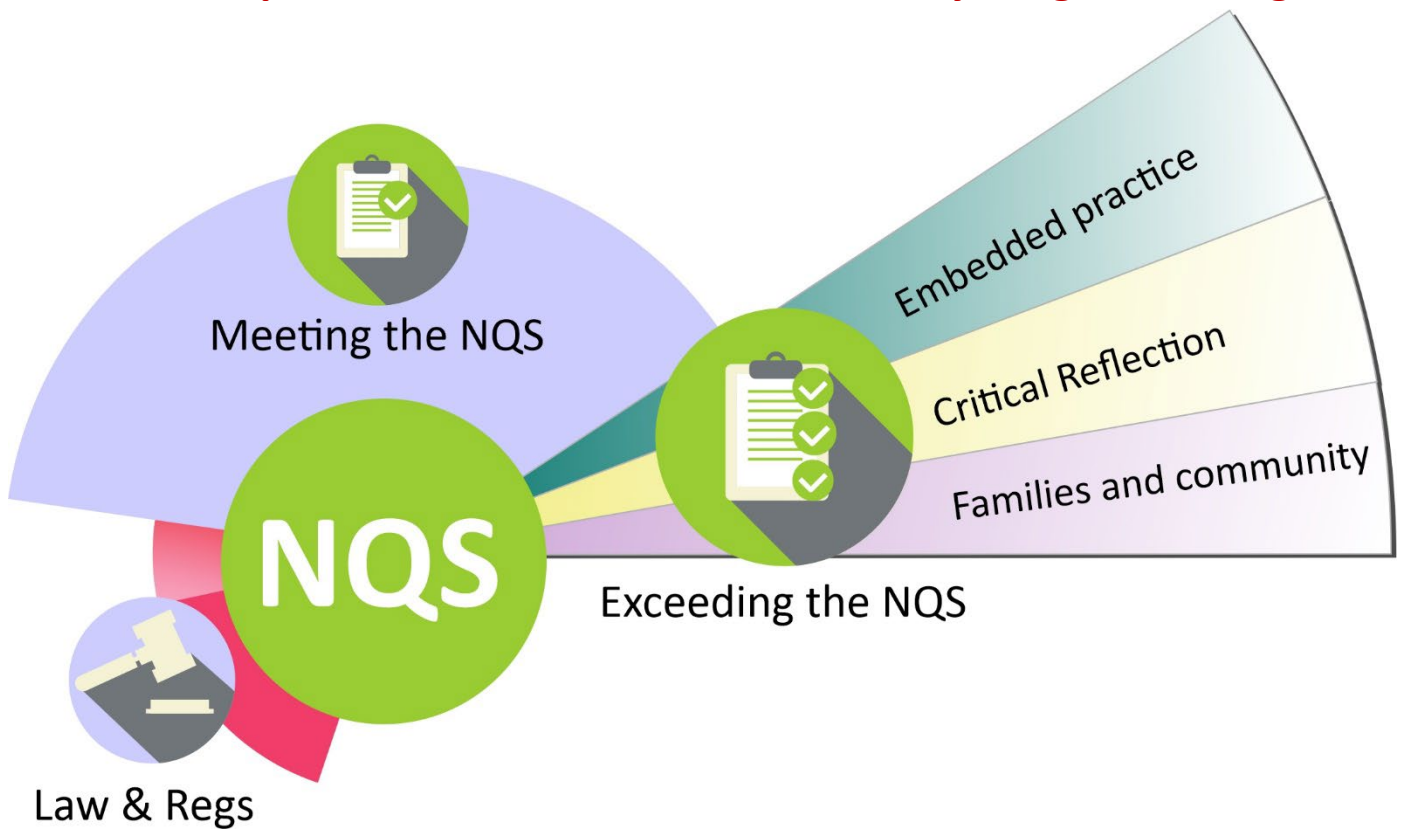


Section 2. Experienced educators – ensure everything is meeting.



First step: We must ensure the Law and Regulations are always met. **Second step:** then we look at the NQS and work through the process of meeting the element. **Third step:** then we can look at and complete the exceeding themes. The logo above shows the effort required to do these three components. It should be easy and take little time to meet the Law and Regulations once you know what is required. Meeting then can become everyday practice, while exceeding takes a lot more time, thinking, connecting to families and community and practice change.



Law & Regs

Law section 51(1)(a) Conditions on service approval. (safety, health and wellbeing of children)

A service approval is granted subject to the condition that the ... service is operated in a way that ensures the safety, health and wellbeing of the children ...

Regulation 97 Emergency and evacuation procedures

The emergency and evacuation procedures required under regulation 168 must set out— (a) instructions for what must be done in the event of an emergency; and (b) an emergency and evacuation floor plan. (2) For the purposes of preparing the emergency and evacuation procedures, the approved provider ...must ensure that a risk assessment is conducted to identify potential emergencies ... relevant to the service. Penalty: \$2000. (3) The approved provider ... must ensure that— (a) ... the emergency and evacuation procedures are rehearsed every 3 months by the staff

members, volunteers and children present at the service on the day of the rehearsal and the responsible person in relation to the service who is present at the time of the rehearsal; and (b) the rehearsals of the emergency and evacuation procedures are documented. Penalty: \$2000.(4) The approved provider ...must ensure that a copy of the emergency and evacuation floor plan and instructions are displayed in a prominent position near each exit at the ... service premises.. Penalty: \$2000. **Note.** A compliance direction may be issued for failure to comply... **Regulation 98 Telephone or other communication equipment.** The approved provider ... must ensure that, when educating or caring for children ..., nominated supervisors and staff members ...have ready access to an operating telephone or other similar means of communication to enable immediate communication to and from parents and emergency services. Penalty: \$1000.

Week 27, 28 August to 1 September 2023 – 2.2.2 Incident and Emergency Management

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Example Fixed-line telephone, mobile phone, satellite phone, 2-way radio, video conferencing equipment.

Note A compliance direction may be issued for failure to comply with this regulation. **Regulation 168**

Education and care service must have policies and procedures. Policies and procedures are required in relation to the following (e) emergency and evacuation, including the matters set out in Regulation 97

Evidence to show compliance – We've established thorough emergency and evacuation plans according to Regulation 97. These plans cover various scenarios, include clear instructions, and visible floor plans. We assess risks and rehearse procedures every three months, involving staff, volunteers, and children. Copies of plans are near exits. We provide instant communication tools for supervisors and staff, meeting Regulation 98. Our policies, including emergency procedures, are in line with Regulation 168. This ensures safety, health, and wellbeing for the children we care for.



Meeting the NQS

Looking at the element in detail - A service reviewed what the NQF Guide said about element 2.2.2 and understood educators must practise and implement plans which effectively:

- protect children, staff and visitors during any incident or emergency
- maintain a safe environment and meet WHS/OHS laws.

Assess your practice first.

Read the below description and evaluate it in relation to your practices.

Meeting – Providing Information to Families about Emergency Procedures and Rehearsals:

We ensure that our families are well-informed about our emergency procedures and rehearsals through clear communication channels. We include details

about our emergency protocols in our welcome package for new families. Additionally, we hold regular parent meetings where we discuss our emergency plans, evacuation routes, and the importance of rehearsals. We send out monthly newsletters that highlight upcoming emergency drills, explaining their purpose and what families can do to prepare their children. We also have visual aids, such as posters and handouts, placed in visible areas to remind families about emergency procedures. By maintaining open and transparent communication, we ensure that our families are aware and confident about our emergency readiness.

Training in the Use of Emergency Equipment:

Our staff undergo thorough training in the use of emergency equipment, including fire extinguishers. We conduct regular workshops led by certified trainers who demonstrate how to operate fire extinguishers effectively. Our training covers identifying types of fires, choosing the appropriate extinguisher, and hands-on practice in using them. We also integrate this training into our induction process for new staff members. Additionally, we periodically conduct mock scenarios where staff can practice using fire extinguishers in a controlled environment. This training ensures that our team is prepared to handle emergencies confidently and efficiently.

Evacuation Processes for Babies, Children, and Adults Needing Help:

Our evacuation processes are designed to address the needs of all individuals, including children with additional needs, and adults who may require assistance. Our educators are trained to evacuate them using age-appropriate carriers or cribs. We have designated staff members assigned to help evacuate those who need additional assistance, such as individuals with mobility challenges. We conduct regular drills to practice evacuating individuals with different needs, ensuring that our team is well-coordinated and familiar with the process. Our evacuation routes are designed to be accessible and clear, and our staff members are trained to communicate calmly and provide support to everyone during evacuations.

If you are doing similar practices to the example, use the below questions to help you write your 'meeting' description so you can add it to your QIP.

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A MEETING QIP and Self-Assessment Tool (SAT)

Please explain how you provide information about emergency procedures and rehearsals to your families.

Please discuss the training you receive in the use of emergency equipment, for example, how to operate fire extinguishers.

Please discuss the processes in place to evacuate babies, and children or adults who may need additional help.

If you and your educators need to learn how to do the above to achieve meeting, proceed to the next page.

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