EMERGENCY AND EVACUATION Policies and Procedures

Links to Regulations: 97, 98, 168 (2) (a) Links to quality areas, standards or elements: 2.3, 3.1.1, 4.1, 7.1 99-102, 136, 166, 181, 183

Rationale:

Based on our Centre risk assessment, the most likely potential emergencies may include bodily harm, fire or intruder/s. In the event of an emergency, the Responsible Person or delegate will decide if evacuation or lock down are necessary.

Communication is vital:
- Parents and Guardians will be notified as early as practical
- In the case where medical attention is sought, or other incidents occur resulting in death, injury, trauma or illness, the Responsible Person (or delegate) will notify the Regulatory Authority within 24 hours; contact the Yorke & Mid North Regional Office and lodge a report on the Department for Education and Child Development’s Incident Response Management System within 12 hours.

If IRMS access is not immediately available, then:
- in the event of an injury an ED155 can be completed, noting that this is an interim record only and that the online report must still be entered on IRMS
- in the event of a critical incident contact School Care on 8463 6564 or DECDSchoolCare@sa.gov.au

If an EVACUATION is required:
Depending on the TYPE OF EMERGENCY and WIND DIRECTION children, staff and visitors are to evacuate to the ASSEMBLY POINT nominated by the Responsible Person/Fire Warden.

APPROVED ASSEMBLY POINTS:

1. Emergency gate behind platform on SCOTLAND STREET
2. Footpath at southern side of centre on HUMPHREY STREET
3. Lighthouse Church on GEORGE STREET or Anglican Church on the corner of HUMPHREY and SCOTLAND STREETS
4. Balaklava High School Oval GWY TERRACE
5. Any other area designated by the Emergency Services Personnel

ACTION PLAN FOR EVACUATION:

- Person closest to the whistle will signal Evacuation with a CONTINIOUS WHISTLE BLAST
- Stay calm
- Responsible Person will assume Chief co-ordinator role and delegate tasks.

TASKS

1. Ring 000 - give clear details
2. Check all areas (including cupboards) for children, staff and visitors-move to designated Assembly Point.

3. Turn off electricity if safe to do so.

4. Close all doors and windows.

5. Take Kindy Roll Book, Childcare Attendance Sheets, Visitors Book, mobile phone, emergency backpack and keys required ie to exit gates, Lighthouse or Anglican Church.

6. Go to the most appropriate safe and secure assembly area.

Do not allow anyone to re-enter the building.

**ACTION PLAN FOR LOCK DOWN:**

**Dangerous Animal/Hazardous situation outside**

1. Remain calm and assess the situation. Inform the Responsible Person or other qualified staff member.

2. Bring all children, visitors and staff quickly inside without causing undue alarm by:
   
   a) "(staff name) can you quickly bring all children inside? We have a change of plans and need to hurry" (as a signal to staff)
   
   b) Ring both Bells for ALL to come inside
   
   c) or word of mouth educator to educator to usher children inside quietly.

3. Responsible Person to take control and delegate duties to other staff:
   
   a) Ensure telephone and Emergency/contact numbers are accessible when deciding on safest assembly point for Lock Down
   
   b) Move children to the safest area within the Centre and remain with them. Encourage everyone to remain quiet
   
   c) Lock doors, windows and draw curtains and blinds
   
   d) Phone 000 and give details to Police/Emergency Services or activate the duress alarm
   
   e) Staff person to contact any other relevant people: -Families coming to collect children
   
   -Schools to notify buses and families
   
   - Neighbours to warn of dangers/concerns
   
   f) All staff support children until the hazard has been dealt with and it has been deemed safe to go back outside
   
   g) Keep a phone line open to Emergency Services, use Centre mobile as necessary
   
   h) Notify appropriate people when the situation is over, including completion of an IRMS report.

Employees of Balaklava Community Children's Centre, have a responsibility to know what to do in an emergency- knowledge and action can mean the difference between life and death. Emergency and evacuation or Lock Down (Incursion) procedures are rehearsed each day for a week every 3 months.
STAFF ARE EXPECTED TO KNOW:
1. Their role within an evacuation/lock down emergency, including the emergency drill procedures and assembly areas.
2. Location of all fire blankets and extinguishers.
3. Location of all fire exit doors and all external doors.
4. Instructions for the use of all fire extinguishers
5. The different types of extinguishers
6. The location of keys to Anglican Church Hall, Lighthouse Church and Centre gates.
7. How to operate the telephones.
8. How to operate the duress alarms.

SEE ATTACHED PLAN OF BUILDING for
*Extinquishers
*Fire blankets
*Exports
*Doors
*Power board

SEE ATTACHED PLAN OF OUTDOOR AREAS for
* Gates
* Evacuation areas

EMERGENCY CONTACT NUMBERS

000 - ASK FOR THE SERVICE YOU REQUIRE  112 – IF CALLING FROM A MOBILE TELEPHONE

AMBULANCE 000  FIRE BRIGADE 000

POLICE 88 621 144 (local police) or 1314 44

HOSPITAL 88 621 400  DOCTORS SURGERY 88 621 444

CENTRE DIRECTOR/FIRE WARDEN/RESPONSIBLE PERSON 0404 652 214  88 622 076
(Dale Gathercole)

CENTRE CHILDCARE MANAGER/ASSISTANT DIRECTOR 0419 039433
(Sandy Hodgetts)

0439860908
(Skye Colley)

BACK UP BCCC EMERGENCY CONTACT PEOPLE

Janice Smith 88621733 0438 893 456
Trish Langdon 88621206 0438 826 142

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EMERGENCY LONG TERM RELOCATION Procedure

The Centre recognises the community need for continuity of both childcare and pre-school services and therefore, in the event of a disaster which results in the building or grounds being unsafe for use for a considerable time (eg fire which destroys the building), arrangements have been made to relocate the service. We have negotiated permission to use the premises of the Church of Christ (Baker Street) and the Lighthouse Church (George Street) Balaklava.

**Lighthouse Church**  
Julie Lawson  
8862 1358 Home  
0418 892 653  
88622100 Work

Rob Lawson  
0418 891 548

Andrew Smith  
0419 648 473

**Church of Christ**  
Carl Haasbroek  
88 621 729  
0467076437

Rob Parker  
85278278  
0407180892

Jo Parker  
0429959573
A. CHILD/ADULT INJURED/NOT BREATHING

D Danger- Is it safe for you to assist the child? If No Ring Emergency Services 000. If YES continue DRSABCD

R Response- Does person respond to you? If YES Ring Emergency Services 000. If YES question them

S Send for help- Get other educators assistance (eg Yell or send another child)

A Airways- Are airways clear of fluid or obstructions? If YES- check for normal breathing If No- turn on side to remove obstruction

B Breathing- If YES- turn on side- check for bleeding If No- start CPR

C Compressions- 30 compressions (100 per minute) followed by 2 breaths 5 cycles (30 to 2 in 2 minutes)

Young children 1 to 8 years old
- use only 1 hand for chest compressions
- Compress sternum 1/3 depth of chest (approx. 2 to 3 cms)

Babies- infants less than 1 year old
- Steady head continuously, do not tilt head back
- Use pads of index and middle fingers
- Compress sternum 1/3 depth of chest (approx. 1 to 2 cms)

D Defibrillation- if available, attach as soon as possible and follow prompts

Should a child be found not breathing:
1. Staff member 1 and 2 to commence cardiopulmonary resuscitation (CPR)
2. Staff member 3 to phone for ambulance then parent with directions to meet at the appropriate hospital as “Your child has been taken to hospital by ambulance as they are not / having trouble breathing”.
3. Staff member 4 to distract / remove other children from the area.
4. Staff member 3 to direct ambulance personnel to the child. Child’s Primary Caregiver to accompany ambulance to hospital with child’s file.
5. Isolate the area and contact the police.

The Centre recognises that in this circumstance, professional counselling may be required for staff, children and families.

The Regional Supervisor and District Director of the Department of Education, Children’s Services must be advised.
B. FIRE PROCEDURES

REMOVE PEOPLE from immediate danger
The Responsible Person/Fire Warden/staff member who first identifies the fire will blow WHISTLE continuously to evacuate children, staff and visitors to a safe area.

If it is safe to do so, take:
- Preschool Roll Book
- Childcare Attendance Sheets
- Visitor’s Sign-In Book
- Mobile phone
- Emergency backpack and Emergency Location Key (as needed eg Lighthouse Church key)

ALARM AND ALERT others in the area
Ring emergency services by dialling 000
OR 112 from Centre mobile phone
OR activate the duress alarm in the Centre

CONTAIN the fire
If it is safe to do so, close all doors

EVACUATE & EXTINGUISH if trained and safe to do so
EXTINGUISH the fire using fire blanket or extinguisher only if safe to do so.

EXTINGUISHERS
CO2
Red with black band
DRY CHEMICAL
Red with white band

How to use:
- Carry to fire
- Pull out safety pin
- Aim low- at the base of Fire
- Squeeze the handle
- Sweep from side to side
- Range 2-3 metres
- Duration 10-15 seconds - depending on size

*Keep your escape path at your back. Never allow the fire to get between you and the escape path.*
*If you have any doubt about your ability to fight a fire- evacuate immediately.*
*If the fire extinguisher is empty and the fire is not out.*

C. RESIDENTIAL/NON-RESIDENTIAL PARENT DISPUTE, UNDESIRABLE VISITOR OR INTRUDER ALERT

Staff will instruct the unauthorised parent that
1. They are unable to discuss the issue
2. That there is a legal document in place
3. That they leave or the police will be called

In the Event of a threat to staff/children:
1. The police will be called immediately – Staff may activate the duress buttons in the Centre
2. The residential parent will be contacted immediately

All effort will be made to ensure all children are kept away from the unauthorised parent. A Lock Down will proceed as necessary.
D. MISSING CHILD

Should a child be discovered missing:

- Staff conduct a complete search of the Centre
- If the child is not found within 5 minutes, then the Director will be notified
- The immediate vicinity will be searched again
- Police and parents will be contacted if the child cannot be located within 10 minutes.

E. BOMB THREAT

Normally received by telephone, but occasionally through the post.

- DO NOT HANDLE THE PACKAGE OR LETTER.

- IMMEDIATELY notify Police 88 621 144 or 13 14 44 or 000
  - Or activate the duress alarm in the centre

- Safeguard the item until police arrive.

- If you receive a bomb threat by telephone REMAIN CALM.

- The detail you extract from the caller is the basis for the evaluation of the threat. It is of utmost importance that your observations and details be as accurate as possible. If possible, jot things down as you listen.

1. TRY TO OBTAIN

- Exact location of the bomb
- Time set to explode

2. YOU MUST RECORD THE FOLLOWING:

- Date
- Time of call

3. WHILE YOU ARE SPEAKING TO THE CALLER, TRY TO ESTABLISH THE FOLLOWING DETAILS:

- Male or female
- Nationality
- Approximate age
- Public / private phone
- Local or long distance

- What does it look like
- What type of explosive

- Exact words spoken
- Name of person who receives the call

- Sobriety
- Voice pattern - disguised, normal, loud, fast or slow etc
- Background noises
- Emotional state - calm, excited, agitated, upse

4. NOTIFICATION

As soon as practicable notify the following of the above details:

- Responsible Person/Director or Assistant Director Services or most senior staff member

- Police 88 621 144

- Administration Officer

The call is NOT to be discussed with any other person other than those listed. 
The press or media are not to be informed nor any details provided in response to any enquiries.

5. EVACUATION

- Evacuation procedure will proceed as for other critical incidents, however the assembly point will be the Balaklava High School oval to ensure that the children are as far away as possible, should the bomb explode.
F. BUSHFIRE RISK MANAGEMENT STRATEGY

Balaklava Community Children's Centre is NOT a high-risk Centre or in a recognised bushfire prone area, therefore school/preschool/centre closures based on the predicted forecasts do not apply to us.

Our Centre is located in the Mid North Fire Ban District and therefore if a Catastrophic Day is declared in this district, no buses will operate, however the Centre remains open. Please note: The Beaufort bus run travels through both the Mid North and Yorke Fire Ban Districts. If a Catastrophic Day is declared in either area this bus will not run.

1. Policy Statement

Balaklava Community Children's Centre is committed to providing and maintaining a safe work environment and therefore has developed procedures to ensure, as far as is reasonably practical, the safety of staff, children, students and visitors from risks of injury caused by bushfires.

Our Centre therefore will adhere to relevant Department for Education and Child Development policies and Occupational Health Safety and Welfare regulations and other relevant procedures local to our area and the surrounding areas where bushfires may be situated. This may include policies by the Wakefield Regional Council, other local councils through which our buses travel, the CFS or Fire Command Centre procedures, whenever necessary or practicable.

2. Procedures

Managers' Responsibilities

The Director and Assistant Director, who are responsible for induction, will ensure that staff are aware of and adhere to this policy.

That the parents, children, students, bus drivers, Balaklava Primary School, Balaklava High School and Horizon Christian School are made aware of our procedures and its implications. Adhering to this procedure will support the safety of all children and students catching buses managed by Balaklava Primary School and Horizon Christian School and who live outside the town area.

Bushfire in close proximity to the school.

- Check the CFS website at: http://www.cfs.sa.gov.au and listen to the local radio updates (such as ABC Radio).

- Before allowing any children to leave our Centre, in the event of a known bushfire nearby, although we are not identified as a bushfire risk Centre, the Responsible Person will ensure that an assessment of the risks associated to the children, students, staff and school community is undertaken and that reasonable steps are taken to control those risks. (Hazard Identification, Risk Assessment and Risk Control).

- If it is deemed that the Centre itself is threatened by the Bushfire or the resulting ashes/sparks, a Lock Down would normally be implemented in the Childcare Room (as there are 4 exits, plus access through another internal door to the Kindy room which has 3 exits.) On advice from the CFS, this plan may be altered.

- In the event of a known bushfire, all bus students who would normally travel into the affected area will be detained at the Centre, preferably inside (eg Childcare Room). The Parents or Guardians and/or Emergency Contacts will be contacted if at all possible to let them know of this arrangement.

- If notification about a bushfire comes after the bus has left, bus drivers will be notified not to leave children at their usual pick up/ drop off spot, unless their adult caregiver
or parent is present. However adults should not wait at a bus stop if there is a fire in
the area, as children will not be left on their own- but returned to the Centre.

- Parents or Guardians volunteering in the CFS and who cannot pick up their children
  should notify the Centre to make alternative arrangements.
- In the event buses encounter a bushfire during their route, drivers may choose to divert
  from their usual route and return to the Centre. Where possible drivers will contact the
  Centre to notify of this change and the likely route to be taken. Parents or Guardians
  and/or Emergency Contacts will be contacted if at all possible to let them know which
  children have returned to the Centre. Drivers should not drive through smoke if at all
  possible.
- As instructed by the CFS, parents and Guardians are strongly encouraged to listen to
  news bulletins for Fire Danger Index updates and to make arrangements for their
  children as necessary to avoid them being at home alone if the index forecast is at Very
  High (25-49) or above.

Evaluation & Policy Review
The Balaklava Community Children’s Centre Occupational Health and Safety Committee will
conduct an annual review of systems and ensure that the staff and parents and guardians, bus
drivers, children and students are aware of these procedures and are in accordance with this
policy.

Staff Responsible for Health and Safety Areas at BCCC
Staff in charge of particular areas (as specified below) will be responsible for the
management of these procedures and communication with those listed below.

This includes hazard checks, action plans and action for these areas. They will also be
responsible for maintaining Safe Operating Procedures and communication with parents,
guardians, bus drivers, relevant schools and parent/caregivers and/or emergency contacts.

Staff designated to care for children after Centre hours in a safe area within the Centre, or
nearby evacuation area, are also listed and are made aware of their duties.

<table>
<thead>
<tr>
<th>Area</th>
<th>Person Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evacuation area: Childcare Room – these people are also the designated carers of any children requiring care after hours</td>
<td>Responsible Person, Assistant Director, other designated staff</td>
</tr>
<tr>
<td>Communication with CFS and Fire Command Centre</td>
<td>Responsible Person or designated staff</td>
</tr>
<tr>
<td>Communication with parents/caregivers/contacts</td>
<td>Responsible Person or designated staff</td>
</tr>
<tr>
<td>Communication with other schools BPS, BHS, Horizon</td>
<td>Responsible Person or designated staff</td>
</tr>
<tr>
<td>Communication with bus drivers</td>
<td>Responsible Person or designated staff</td>
</tr>
<tr>
<td>Communication with DECD</td>
<td>Responsible Person or designated staff</td>
</tr>
<tr>
<td>Sending information home each year about this policy and procedures</td>
<td>Responsible Person or Assistant Director</td>
</tr>
</tbody>
</table>

Parent Responsibility
Parents are responsible for keeping the Centre updated with all current parent or guardian
contact details, and emergency contact names, phone numbers and addresses.

Please listen to the local radio or check the CFS website when weather conditions indicate
there could be a possible Catastrophic Day. The Centre will also endeavour to contact all
parents and guardians if a Catastrophic Day warranting action is forecast in the area.
Members of the Emergency Response Team are:

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Mobile Phone/Home Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>o Director</td>
<td>Dale Gathercole</td>
<td>0404652214</td>
</tr>
<tr>
<td>o Manager of Childcare</td>
<td>Sandy Hodgetts</td>
<td>0419039433</td>
</tr>
<tr>
<td>o Assistant Director</td>
<td>Skye Colley</td>
<td>0439860908</td>
</tr>
<tr>
<td>o Fire Warden</td>
<td>Dale Gathercole</td>
<td>0404652214</td>
</tr>
<tr>
<td>o Health &amp; Safety Rep</td>
<td>Trish Langdon</td>
<td>0438826142</td>
</tr>
</tbody>
</table>

This BAP has been prepared/reviewed by: Dale Gathercole in consultation with BCCC staff, Governing Council and is based on the Balaklava Primary School Bushfire Action Plan.

This BAP is reviewed with staff and Governing Council as part of our Policy Review Schedule when it is also presented for endorsement.

Endorsed by: Kerry Williams  Role: BCCC Governing Council Chairperson

Date: ___________________________

Endorsed BAP forwarded to:

- CFS – Local CFS Captain: Kevin Julyan
  Date sent: ______________________

- Regional Office – Regional Bushfire Coordinator: Amy O’Shea-Coulter
  Date sent: ______________________

- DECD School Care
  Date sent: ______________________

- Balaklava High School
  Date sent: ______________________

- Balaklava Primary School
  Date sent: ______________________

- Owen Primary School
  Date sent: ______________________

- Horizon Christian School
  Date sent: ______________________
1. Preparations before and during the fire danger season

Throughout the fire danger season the CFS and Bureau of Meteorology websites will be monitored daily for weather or situation changes. This monitoring will be undertaken by:

**Dale Gathercole Director or the Responsible Person in her absence**

<table>
<thead>
<tr>
<th>Action</th>
<th>Who</th>
<th>Date action taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>Induct members of the Emergency Response Team on their roles and responsibilities</td>
<td>Dale</td>
<td>Week 3 Term 2</td>
</tr>
<tr>
<td>Prepare/Review BAP.</td>
<td>Dale/Sandy/Skye</td>
<td>Refer Policy Review Schedule</td>
</tr>
<tr>
<td>Identify staff members who travel through Fire Ban Districts on days of catastrophic fire danger rating, and work with them to determine personal survival plan needs.</td>
<td>Dale</td>
<td>Week 3 Term 2</td>
</tr>
<tr>
<td>Review the management of school buses on days of catastrophic fire danger rating, in line with the School Bus Bushfire Risk Management Information (Appendix.1) by contacting Balaklava Primary and Horizon Christian Schools.</td>
<td>Dale/Abbi</td>
<td>As required</td>
</tr>
<tr>
<td>Allocate and document roles and responsibilities to staff at the various stages of the BAP.</td>
<td>Dale</td>
<td>Week 3 Term 2</td>
</tr>
<tr>
<td>Provide regular pre fire season updates to staff and families regarding bus bushfire procedures.</td>
<td>Dale/Sandy/Skye</td>
<td>As required</td>
</tr>
<tr>
<td>□ Newsletters</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Information brochure for families</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Website updates</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Centre Policies</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. TOTAL FIRE BAN DAY

<table>
<thead>
<tr>
<th>Action</th>
<th>Who</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inform children (as appropriate) and staff that a day of Total Fire Ban has been declared.</td>
<td>Dale/Sandy/Skye</td>
<td>Communication Diaries</td>
</tr>
<tr>
<td>Remind families of children travelling by bus of relevant emergency bus procedures.</td>
<td>Dale/Sandy/Skye</td>
<td>By phone or in person</td>
</tr>
<tr>
<td><strong>Monitor ABC Radio</strong> and CFS website for CFS Information and Warning Messages</td>
<td>Dale/Sandy/Skye</td>
<td>Check email/ text- sent by YMN Regional Office</td>
</tr>
<tr>
<td>Consider cancelling children's excursions and any off-site meetings and notify the Regional Bushfire Coordinator.</td>
<td>Dale/Sandy/Skye</td>
<td>Where relevant</td>
</tr>
</tbody>
</table>
## 3. FIRE REPORTED IN LOCAL DISTRICT

<table>
<thead>
<tr>
<th>Action</th>
<th>Who</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inform staff that a bushfire has been reported and advise Regional Bushfire Coordinator and School Care.</td>
<td>Dale/Sandy/Skye</td>
<td></td>
</tr>
<tr>
<td>Activate the bushfire emergency procedures with the Emergency Response Team</td>
<td>Dale/Sandy/Skye</td>
<td></td>
</tr>
<tr>
<td>Staff advised to undertake their assigned roles and responsibilities.</td>
<td>BCCC Staff Team</td>
<td></td>
</tr>
<tr>
<td>Monitor ABC Radio for CFS Information and provide the site leader with updates regarding the bushfire.</td>
<td>Sandy/Skye</td>
<td></td>
</tr>
<tr>
<td>Advise the Regional Office that a bushfire has been reported.</td>
<td>Dale or delegate</td>
<td></td>
</tr>
<tr>
<td>Identify and list all children and staff who live in the area reported to be affected by the bushfire</td>
<td>Dale/Sandy/Skye/Abbi/Julie/Emma</td>
<td></td>
</tr>
<tr>
<td>Record the names of children who have been collected by parents.</td>
<td>Dale/Sandy/Skye/Abbi/Julie/Emma</td>
<td></td>
</tr>
<tr>
<td>Assess if it is safe to release children from the site at normal dismissal time</td>
<td>Dale/Sandy</td>
<td></td>
</tr>
<tr>
<td>Liaise with Balaklava Primary and Horizon Christian Schools or SAPOL, school bus coordinator and school bus drivers to determine any likely impact of the reported bushfire on school bus routes</td>
<td>Dale/Sandy/Skye/Abbi</td>
<td></td>
</tr>
<tr>
<td>Direct school buses not to leave the workplace unless a clear directive is given by the site leader, SAPOL or CFS.</td>
<td>Dale/Sandy/Skye</td>
<td></td>
</tr>
<tr>
<td>Arrange to supervise the affected children if specific school bus routes or local roads are impacted upon by the bushfire and contact parents.</td>
<td>Dale/Sandy/Skye/Abbi/Julie/Emma</td>
<td></td>
</tr>
</tbody>
</table>
Supporting Resources:

- Risk Assessments and reviews
- Feedback from children and families
- Self evaluations
- DECD www.chess.sa.edu.au Asthma Care Plan, Diabetes Plan, Allergy Care Plan (including Anaphylaxis) and/or Medication Plan, and/or First Aid Plan.
- South Australia Work Health and Safety Act 2012
- BCCC Medication Log
- BCCC current list showing children with known medical conditions - confidential and accessible to staff
- Enrolment Forms contain Immunisation Records, Health and Additional Needs information as well as current family contact details
- BCCC Incident, Injury, Trauma, Illness Record
- DECD: Incident and Response Management System or ED1.55
- Regulatory Authority
- Yorke & Mid North Regional Office
- School Care on 8463 6564 or DECDSchoolCare@sa.gov.au

Sources:

- DECD: Health Resources for DECD- Health Support Planning
- Health Support Planning in Education & Children's Services
- Guidelines for Education & Children's Services
- First Aid Training Senior First Aid or Apply First Aid (HLTFA301C)
- Emergency Asthma and Anaphylaxis management training
- 'Responding to abuse and neglect' training
- Australian Children’s Education & Care Quality Authority, October 2011, National Quality Framework Resource Kit
- Australian Government National Health and Medical Research Council: Staying Healthy in Childcare-Preventing Infectious Diseases in Childcare
- SA Health Communicable Disease Control Branch (1300 232 272)
- Balaklava Primary and Horizon Christian Schools Bushfire Action Plans
- DECD: local Bus Committee and its guidelines
- South Australia Work Health and Safety Act 2012
- BCCC Sun Protection & Hot Weather Policy and Procedures
- DECD Human Resources and Workforce Development, Work Health & Safety Unit: 8226 1440
- DECD Aboriginal, Student and Family Services: Sports, Swimming and Aquatic website
- DECD Early Childhood Development Strategy & Programs:DECEDSupport@sa.gov.au
- Fire Warden Training and DECD Bushfire Procedure

Policy last reviewed: Term 2 2013
Policy review due: Term 2 2014
Approval Signature: [Signature]