



**ACT**  
Government  
Education

# ACT PUBLIC PRESCHOOLS EMERGENCY PLANNING AND FIRE SAFETY PROCEDURE

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**Education Directorate**

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## Glossary

<b>Term</b>	<b>Definition</b>
<b>Regulatory authority</b>	Children’s Education and Care Assurance (CECA), who undertake investigation, compliance, enforcement and assessment and rating functions against the <a href="#">National Quality Standard</a> .
<b>Approved provider</b>	Approved providers must operate approved services that meets the obligations in the <a href="#">National Law</a> . Approved providers must exercise effective leadership, governance and management to meet their legal obligations. Providers must also employ suitably qualified and experienced nominated supervisors, educational leaders, coordinators and educators.  In the case of government preschools in the ACT, the approved provider is the ACT Education Directorate.
<b>Setting</b>	An early childhood education and care service (centre-based) under the <a href="#">National Law</a> that provide education and care services. For the purposes of this procedure, these settings are public preschools (managed by ACT Education Directorate as the approved provider and undertaking the government preschool program for four-year-olds).
<b>Guardian</b>	A person who is legally responsible for the care and wellbeing of a child.
<b>Authorised person</b>	A parent* or family member of a child who is being educated and cared for by an ACT public preschool; or an authorised nominee of a parent or family member of a child who is being educated and cared for by an ACT public preschool.  * Does not include a parent who is prohibited by a court order from having contact with the child.
<b>Authorised nominee</b>	A person who has been given permission by a parent or family member to collect a child enrolled in an ACT public preschool.
<b>Nominated supervisor</b>	As part of an application for service approval, approved providers must identify the nominated supervisor for the service. The nominated supervisor must be over 18 years old, have adequate knowledge and understanding of the provision of education and care to children, and have the ability to effectively supervise and

This document relates to obligations under **Regulation 97** of the [Education and Care Services National Law](#). **00048/7** is the unique identifier of this document. It is the responsibility of the user to verify that this is the current and complete version of the document. Current documents are available on the [Directorate’s website](#).

	<p>manage an education and care service.</p> <p>In the case of government preschools in the ACT, the nominated supervisor tends to be the principal of the associated school campus.</p>
<b>Person in day-to-day charge</b>	<p>The approved provider and/or nominated supervisor needs to designate a responsible person to be placed in day-to-day charge of a service if the approved provider and/or nominated supervisor is not present. The person in day-to-day charge must be over 18 years old, have adequate knowledge and understanding of the provision of education and care to children, and have the ability to effectively supervise and manage an education and care service.</p> <p>The person nominated to be in day-to-day charge must accept this responsibility in writing. The nominated person must have adequate knowledge and understanding of the provision of education and care to children and be able to effectively manage a service.</p> <p>A record that demonstrates who is the responsible person in day-to-day charge should be in place. Being in day-to-day charge of a service does not place any additional legal responsibilities on the person under the <a href="#">National Law</a>. The responsibilities relevant to educators under the <a href="#">National Law</a> continue to apply.</p> <p>An approved provider does not have to appoint a person in day-to-day charge if a nominated supervisor(s) or an approved provider is to be the responsible person in attendance during service operational hours.</p>
<b>Educators</b>	<p>Qualified staff who work directly with children to meet their developmental and educational needs. It includes staff who are tertiary qualified teachers.</p>
<b>Educational leader</b>	<p>The <a href="#">National Law</a> requires approved providers to designate, in writing, a suitably qualified and experienced educator, coordinator or other individual as educational leader.</p>
<b>Blue Book</b>	<p>Personal Child Health Record used to record a child's health, illnesses, injuries, growth and development.</p>
<b>Centre-based service</b>	<p>An education and care service other than a family day care service.</p>
<b>Obligations to notify</b>	<p>Approved providers and services have an obligation to notify CECA about incidents, complaints and changes to information about the approved provider or approved service. This includes serious incidents, complaints and circumstances where the health, safety or wellbeing of children may have been put at risk.</p>

## Obligations

ACT Public Preschools must meet the obligations of the [National Law](#), including Regulation 168, which states that education and care services must have policies and procedures in relation to the following:

- health and safety, including matters relating to:
  - nutrition, food and beverages, and dietary requirements;
  - sun protection;
  - water safety, including safety during any water-based activities;
  - the administration of first aid; and
  - sleep and rest for children.
- incident, injury, trauma and illness procedures;
- dealing with infectious diseases;
- dealing with medical conditions in children;
- emergency and evacuation;
- delivery of children to, and collection of children from, education and care service premises;
- excursions;
- providing child-safe environments;
- staffing, including:
  - a code of conduct for staff members;
  - determining the responsible person present at the service; and
  - the participation of volunteers and students on practicum placements.
- interactions with children;
- enrolment and orientation;
- governance and management of the service, including confidentiality of records;
- the acceptance and refusal of authorisations;
- payment of fees and provision of a statement of fees charged by the education and care service; and
- dealing with complaints.

## 1. Overview

- 1.1. This procedure outlines the requirements and processes for planning for and responding to emergencies and evacuations.
- 1.2. This procedure must be read in conjunction with the [Emergency Planning and Safety Policy](#).
- 1.3. This procedure relates to obligations under Regulation 97 of the [National Law](#) and Work Health and Safety legislation and should be used to ensure compliance against the Compliance Guide.

## 2. Rationale

- 2.1. In accordance with provider approval conditions, this procedure aims to comply with the requirements set out within the [National Law](#).
- 2.2. It is important that all educators are aware of the procedures to evacuate and act in an emergency to protect children from any hazard or event likely to cause harm.
- 2.3. The following procedures are in place to guide the development of a risk assessment to identify potential emergencies for the purposes of preparing emergency and evacuation procedures which are site specific.

## 3. Procedures

- 3.1. Emergency Management Plans are developed under direction from the [Emergency Planning and Safety Policy](#).
- 3.2. Emergency Management Plans must include a risk assessment of potential emergencies which are specific to the preschool site (additional to the broader school site).
- 3.3. Emergency Management Plans must include what is to be done in the event of an emergency and to set out an emergency and evacuation floor plan specific to the preschool site.
- 3.4. The emergency and evacuation procedures must be rehearsed every three months by the staff members, volunteers and children in attendance on the day of the rehearsal. These rehearsals must be documented.
- 3.5. The emergency and evacuation floor plan and instructions must be displayed at each entrance of the preschool premises.

## 4. Responsibilities

- 4.1. The nominated supervisor is responsible for ensuring processes are in place to support this procedure.

## 5. Contact

- 5.1. The Director, School Improvement is responsible for this procedure.
- 5.2. For support contact School Operations on 6205 3313 or email [SchoolOperations@act.gov.au](mailto:SchoolOperations@act.gov.au)

## 6. Monitoring and review

- 6.1. The procedure owner will be responsible for monitoring the procedure through annual scans. A full review will occur as necessary, or within a three-year period.

## 7. Complaints

- 7.1. Any concerns about the application of this procedure or the procedure itself, should be raised with:

- the school principal in the first instance;
- the Directorate Feedback and Complaints team on (02) 6205 5429 or through the [online form](#); and
- ACT Education's Regulatory Authority, Children's Education and Care Assurance on [\(02\) 6207 1114](#) or [complaintsCECA@act.gov.au](mailto:complaintsCECA@act.gov.au).

- 7.2. For more information also refer to the [Complaints Policy](#) on the Directorate's website.

## 8. Related Policies and Implementation Documents

- [Emergency Planning and Fire Safety Policy](#)
- [Security Management Policy](#)
- [Temporary Closure of Schools Procedure](#)
- Additional:
  - Bushfire preparation package
  - Emergency contact phone numbers
  - WHS Emergency Contacts

## 9. References

- [Education and Care Services National Regulations](#)