

Early Years Services – QA 2.27 Bush/Beach Kindergarten Emergency Evacuation

TRIM Reference: D15/73628 Due for Review: 9 November 2025
Responsible Officer: Coordinator Early Years

Purpose

This policy outlines Surf Coast Shire Council's commitment to ensuring the Bush/Beach Kinder programs has specific evacuation procedures for children, staff and volunteers attending the Bush/Beach Kinder program in response to an emergency or hazard that may arise during a session.

Policy Principles

Evidence of link to National Quality Standards: 2.2.2, 2.3.3, 3.2.1, 7.1.2,

Evidence of link to Education & Care Services National Regulations: 97, 98, 168(2) (e), 169, 170, 190(g)

Scope

This policy applies to all Surf Coast Shire Council Early Years Services staff, students, volunteers, children and their families accessing the services.

Policy

The aim of this policy is to provide the appropriate response to such an incident or emergency to ensure the safety and wellbeing of all Bush/Beach Kinder participants.

The Surf Coast Shire Early Years Management are responsible for:

- adhering to all requirements in Emergency Management Policy (EMP) and Incident, Injury, Trauma and Illness Policy
- monitoring and reviewing the WHS Bush Kindergarten Risk Assessment which identifies a number of potential hazards and risks and mechanisms for their treatment
- monitoring and reviewing (in consultation with staff) emergency evacuation procedures, a series of safe evacuation routes and assembly points related to the particular bush/beach kinder site (see work instructions)
- ensuring emergency evacuation procedures are included in teachers' documentation carried at Bush/Beach Kinder
- ensuring a fully equipped First Aid Kit is included with the Bush/Beach Kinder gear and equipment, and that all staff are aware of the location
- conducting yearly practice drills for Bush/Beach Kinder staff that includes the operation of communication systems and evacuation procedures
- ensure all staff, students and volunteers are inducted in relation to emergency evacuation
- reporting notifiable incidents to the Department of Education via the NQAITS portal.

Staff are responsible for:

- ensuring the safety of the children, fellow staff members and volunteers, protecting them from hazards at Bush/Beach Kinder
- ensuring all children are signed in and out as per the requirements of the Delivery and Collection of Children Policy
- being aware of the Bush/Beach Kinder evacuation procedures set out in this policy, along with the evacuation assembly points in the different emergency scenarios
- providing awareness and support to children before, during and after emergencies

- providing input into the development of procedures to be followed in the event of an emergency situation, and contributing to the review of the procedures following an emergency incident
- Recording incidents and informing management of any notifiable incidents
- ensuring that all children, staff and volunteers are accounted for in the event of an evacuation.

Parents/guardians are responsible for:

- reading and being familiar with this policy
- bringing relevant issues to the attention of both staff and management
- ensuring children are signed in and out as per the requirements of the Delivery and Collection of Children Policy
- supporting children's awareness and education in emergency situations
- following the directions of staff during an emergency, incident or drill.

Relevant legislation includes but is not limited to:

- Occupational Health and Safety Act 2004
- Education and Care Services National Law Act 2010 (National Law)
- Education and Care Services National Regulations 2011 (The Regulations) and the National Quality Standard (Schedule 1 of the Regulations)

Definitions

Assembly point: A predetermined and safe place for the Bush/Beach Kinder group to meet after an emergency evacuation.

Emergency: A sudden, unforeseen crisis (usually involving danger) that requires immediate action.

Emergency evacuation: Is the immediate and rapid movement of people away from the threat or actual occurrence of a hazard.

Evacuation route: A predetermined and mapped safe route to move people away from a threat or danger. At Bush/Beach Kinder, the route taken will depend on the emergency/danger.

Hazard: The potential to harm a person's health or safety that can arise from the environment, equipment, substances, poor work design and inappropriate practices and procedures.

There are a multitude of possible emergency situations that may arise at Bush/Beach Kinder. These include, but are not limited to:

- Fire / Bushfire
- Chemical hazards
- Missing child
- Aggressive dogs off leads
- Other animal intruders
- Uninvited person/stranger (threatening, causing a nuisance or unease for staff and participants)
- Toxic leak
- Hostage/siege
- Natural events, such as extreme weather, floods, severe winds, thunderstorm or earthquake
- The involvement of firearms or other weapons
- Hazardous substances incidents
- Medical emergency (refer to Incident and Medical Emergency Management Policy)
- Accident

Related Procedure

Nil.

References

Related Surf Coast Shire Council Early Years Services Policies

D15/74634	Bush/Beach Kindergarten Education Program
D14/94973	Delivery of children to, and Collection from, education and care service premises Policy
D15/74606	Bush/Beach Kinder Protective Clothing and Visibility Policy
D15/74476	Bush/Beach Kindergarten Extreme Weather Policy
D15/35312	Early Years Child Safe Environment Policy
D15/35364	Early Years Sustainability Policy
D18/116438	Fire Danger Policy - MPP021

Related Surf Coast Shire Council Early Years Services Work Instructions and Forms

D20/3979	Early Years Unit – Catastrophic/ Extreme Fire Danger Work Instructions
D14/87971	WHS 2.2 Early Years Risk Assessment Management Plan
D18/71916	Bush Kindergarten Emergency Evacuation Work Instructions - Bellbrae Reserve
D18/71918	Bush Kindergarten Emergency Evacuation Work Instructions - Fishermans Beach
D24/56381	Bush Kindergarten Emergency Evacuation Work Instructions - Cosy Corner
D18/71921	Bush Kindergarten Emergency Evacuation Work Instructions - Jan Juc Bush Site
D18/71923	Bush Kindergarten Emergency Evacuation Work Instructions - Point Roadknight
D24/56464	Bush Kindergarten Emergency Evacuation Work Instructions - Anglesea Beach
D18/71928	Bush Kindergarten Emergency Evacuation Work Instructions - Winchelsea Church
D18/71931	Bush Kindergarten Emergency Evacuation Work Instructions - Stribling Reserve
D24/56464	Bush Kindergarten Emergency Evacuation Work Instructions – Wild Space (Lorne)
D18/71933	Bush Kindergarten Emergency Evacuation Work Instructions - Torquay Common
D24/56385	Bush Kindergarten Emergency Evacuation Work Instructions - Taylors Park
D24/56386	Bush Kindergarten Emergency Evacuation Work Instructions – Spring Creek
D21/76221	Bush Kindergarten Emergency Evacuation Work Instructions - YMCA
D19/111386	Bush Kindergarten Emergency Evacuation Work Instructions – Deep Creek Reserve
D22/203867	Bush Kindergarten Emergency Evacuation Work Instructions – Distillery Creek
D22/203864	Bush Kindergarten Emergency Evacuation Work Instructions – Eumeralla

Document History

Version	Document History	Approved by – Date
1	Approved	Manager Aged and Family – 1 October 2015
2	Amendment/Review	Manager Aged and Family – 21 September 2018
3	Amendment/Review	Manager Community Strengthening – 9 January 2020
4	Amendment/Review	Manager Community Strengthening – 16 June 2021
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6	Amendment/Review	Manager Community Strengthening – 9 May 2024