

## EMERGENCY AND EXCURSION PHONE

### ▲ NQS

**Element:** 2.2 Each child is protected

**Element:** 2.2.2 Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.

**Element:** 7.1.2 Systems are in place to manage risk and enable the effective management and operation of a quality service.

**Element** 7.1.3 Roles and responsibilities are clearly defined, and understood, and support effective decision making and operation of the service.

**Early Childhood and Care Services National Regulations:** 97, 98, 100, 101.

### ▲ PURPOSE

The approved provider of an education and care service must ensure that, during hours of operation when educating or caring for children that the Director, Responsible Person and staff of the service have access to an operating telephone for immediate communication with emergency services and parents when land line phones are not available.

For educators to have access to a centre mobile when on excursions.

### ▲ POLICY

- To provide clear procedures for the use of the centre mobile phone including storage and use in an emergency response situation.
- To provide clear procedures for the use of the centre mobile phone when taking children on an excursion.
- When the centre mobile phone is being used by educators on an excursion, the Centre Director, or Responsible Person on duty at the service will have on their person their phone for emergency purposes only.
- When 2 excursions at one service are occurring at the same time and in different locations, one group will have a nominated educator whose mobile phone will be used for emergency contact purposes.

### ▲ PROCEDURES

#### ACCESS AND USE OF MOBILE PHONES

- The mobile phone credit is managed and monitored by head office
- The mobile phone has the centre land line and head office saved to its contacts

- The mobile phone must be clearly identified as the centre it belongs to.
- The mobile phone must stay in its designated location as advised by the centre director.

### **MOBILE PHONE FOR USE IN AN EMERGENCY WHEN LAND LINE PHONE IS NOT AVAILABLE**

- The centre mobile phone or nominated Responsible Persons phone will be used in an emergency to contact emergency services and families to advise of the emergency when usual telecommunications systems are down, in accordance with emergency response and evacuation procedures.
- Families will be notified of this phone number by the Centre Director or Head Office, when required in emergency situations.

### **MOBILE PHONE FOR USE WHEN GOING ON AN EXCURSION**

- The designated mobile phone is to be used when educators take children out of the service on an excursion. The phone must be signed out when leaving the service (attachment A)
- The phone number must be nominated as the contact number during the excursion time on the risk assessment documentation/ excursion sign out documentation
- Educators can use this phone to contact emergency services and families should the need arise when on an Excursion.
- Only the centre phone can be used to take photos, if any photos are taken on this phone for the purposes of documentation, they must be uploaded to a centre computer as per IT policy.
- Photographs must not be taken on personal mobile phones; a centre camera is to be used.
- When returning to the centre the centre mobile phone must be returned to its designated location and signed back in.

### **▲ ASSOCIATED POLICIES**

- Emergency Response and Evacuation
- Excursions
- Work Health and Safety
- Information technology policy

### **▲ POLICY REVIEW**

- The Centre (together with educators) will review this policy every 12 months.
- The Approved Provider and Nominated Supervisor ensure that all educators maintain and implement this policy and its procedures at all times.
- Families are encouraged to collaborate with the Centre to review the policy and



procedures.

**Last review:** 27.06.2023

**Next review:** 27.06.2024

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**Attachment A**

<b>Mobile phone register</b>			
<b>Name</b> First and Surname	<b>Date</b> dd/mm/yy	<b>Sign out / Time</b> Signature and time phone is taken	<b>Sign in/ time</b> Signature and time phone is returned