

WODEN EARLY CHILDHOOD CENTRE

**CALL OUT IN THE EVENT OF AN EMERGENCY
POLICY**

POLICY STATEMENT: From time to time a circumstance may arise which requires a Director to be contacted or called out after hours (e.g. due to "break and enter"). In such circumstances it is the responsibility of the Director to attend the Centre and address the problem.

RATIONALE: Childrens Services (ACT) Award 2005 6.3.1 states : “ Subject to clauses 6.3.2 and 6.3.3 all work performed outside the ordinary hours of work shall be overtime and shall be paid for at the rate of time and one half of the first two hours and double time thereafter. In calculation of overtime each days work shall stand alone”

This policy supports inclusive practices at Woden Early Childhood Centre. Please refer to the Inclusion Policy.

SCOPE: This policy applies to all families with children attending the Centre and all Staff including students and volunteers.

RELEVANT LEGISLATION: Centre based children's Services Conditions August 2000 1.19

QUALITY ASSURANCE SYSTEM: Quality Improvement and Accreditation System Quality Practices Guide. 2005 principle 7.2

LOCATION OF INFORMATION: This information is made available to all families and staff during the orientation process. It is included in the CD Policy given to each family and staff member on orientation as well as being mentioned in the family handbook and staff handbook. Printed copies can be made available on request for those families without computer access.

Linking Policies:

Key Resources:

Ihmu, childrens services (ACT) Award 2005

(http://www.unitingresources.org.au/_data/assets/pdf_file/0003/17373/Childrens_Services_ACT_Award_2005.pdf) 16/12/2008

POLICY REVIEW

This policy is reviewed on a biannual basis both by the centres staff and then by families. Once the Policy has been reviewed and changes are made it goes to the management committee for ratification. Please refer to the Policy development and review policy.

Date endorsed by Committee: 24.3.09

Date to be reviewed: 4.3.10

PROCEDURE

In the event that the Director is called out after hours, adequate payment should be made within 14 days. Should such an emergency warrant a call out, the following procedures should apply

IN OFFICE HOURS (MON TO FRI 8.00 am - 6.00 pm)

- If the emergency is life threatening the appropriate emergency service i.e. Ambulance, police, fire brigade must always be called first.
- An incident report should be completed on all emergencies.
- All relevant agencies notified, e.g. office of childcare, insurance

OUT OF OFFICE HOURS (AFTER 6.00 pm WEEKDAYS AND WEEKENDS)

- If the emergency is life threatening the appropriate emergency service i.e. Ambulance, police, fire brigade must always be called first.
- An incident report should be completed on all emergencies.
- In the event where the Centre property is damaged or stolen, the Director must supply all relevant details with supporting documentation to the Management Committee within 72 hours of incident.
- All relevant agencies notified, e.g. office of childcare, insurance