

EMERGENCY AND OTHER ALTERNATE CARE (including CDO “Sits”)

RATIONALE:

It may be necessary that, from time to time and under particular circumstances, children may be placed into the care of an approved person other than the registered educator. The following guidelines are to be followed should this ever occur.

The safety and welfare of the children must be given priority at all times.

POLICY:

1. A registered educator assistant may assist the registered educator during emergencies and other absences or to transport children or to deliver/collect children from school/pre-school, etc. using the guidelines set out in the scheme's Educator Assistant policy and the national regulations.

2. **In emergency situations**, where no previous arrangements have been made with the parent, the parent or emergency contact person and/or co-ordination unit staff should be contacted as soon as possible. A staff person **may** temporarily care for children for a short period until alternate arrangements can be made (eg. a parent collects children or arrangements are made by parent/staff for another educator to assist). If an educator has to leave the premises for a brief period while a staff member is on a home visit, the staff member may remain with the children for a short period of time, if appropriate, and at the staff member's discretion.

3. Children may be placed in the care of another registered educator provided the parent's written, email or txt message consent has been obtained (eg: to enable the educator to attend an appointment or to transport children) and provided the co-ordination unit is notified. Educators must not have more than the approved number of children in their care at any time.

Coordinator “Sits”:

Care (ie: a "sit") provided by a coordinator in the educators home is for emergencies and special circumstances only and will be at the discretion of the scheme manager.

1. Educators who do not have a registered educator assistant must try to make general appointments outside their own working hours wherever possible or alternately engage a relief educator for longer periods.

2. Staff will always do their best to respond to an educator **in an emergency**.

3. Emergencies are usually defined as accident/illness concerning children, immediate family members or the educator.

4. Coordinator "sits" **cannot normally be provided during school holidays**, except in emergency situations, as staff numbers are reduced during these times and essential duties must be given due priority.

5. Coordinator “sits” for the purpose of school performances and assemblies or for attendance at meetings **may not** normally be available.

6. Playsession **may** be used for a "sit" in certain circumstances but these "sits" should be booked well in advance, and the educator's rostered coordinator may need to be available to assist as child/adult ratios must be maintained. "Sits" at playsession will be of short duration only (30-40 minutes) and normal “sits” procedures will apply.

7. Written parental permission is to be obtained, other than in emergency situations, prior to alternative care being provided/organised.

Relevant Legislation: *Education and Care Services National Regulation 2011;*
clause 144; *Children (Education and Care Services National Law Application) Act 2010;*