

7.6 Emergency Closure Policy

The service may be required to close in the event of an emergency as declared by local, state or federal government and/or their relevant departments.



Relevant Laws and other Provisions

The laws and other provisions affecting this policy include:

- *Education and Care Services National Law Act (2010) and Regulation (2011)*
- *National Quality Standard, Quality Area 2 – Children's health and safety*



Procedures

Children and families

If children are being educated and cared for at the service, families will be contacted to collect their children.

If families are unable to collect their children, alternative arrangements should be made with emergency contacts.

Fees for unused sessions of care as a result of the declared emergency will be waived.

Educators

Once educators/staff members have made provision for the children's safety and wellbeing during the declared emergency, they should attend to their personal safety and wellbeing needs. Educators/staff members may be able to attend to their personal needs sooner if deemed practical. This may mean leaving the service early to get home if their route home is going to be affected by the emergency.

Permanent employees shall be paid as per their usual working hours for periods of declared emergency for up to 2 days. Additional time may be taken from relevant leave accruals.

The Approved Provider will not be obligated to pay casual employees for unattended shifts during the declared emergency.

DATE DEVELOPED	DATE RATIFIED	DATE REVIEWED	DATE RATIFIED
May 2021	October 2021	September 2021	October 2021
		October 2023	November 2023
		November 2025	November 2025