**Fire Danger Ratings Policy**

Quality area 2: Children’s Health and Safety

2.3: Each child is protected

Element 2.3.3: Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.

1. **Purpose**

This policy outlines the way in which the Kinglake Ranges Children’s Centre reacts to days deemed by the Bureau of Meteorology (BoM), in consultation with emergency services including the Country Fire Authority (CFA), as having a Severe, Extreme or Code Red Fire Danger Rating (FDR).

1. **Policy Statement**

This policy applies to the Approved Provider, Nominated Supervisor, Certified Supervisors, educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of Kinglake Ranges Children’s Centre, and commits the centre to:

* Providing a safe environment for all children, staff and persons participating in programs at Kinglake Ranges Children’s Centre.
* Having a plan to manage emergency situations in a way that reduce risk to those present on the premises; and
* Ensuring effective procedures are in place to manage the threat of bushfires.

Schools, kindergartens and childcare facilities at the highest risk of fire danger are placed on the Department of Education and Training (DET) Bushfire At-Risk Register (BARR). The Kinglake Ranges Children’s Centre is in the North Central Region and included on the Register.

1. **Code Red Days**

The centre will close and remain closed on days declared Code Red FDR and any other days directed by the DET. If the Kinglake Ranges Children’s Centre is listed as potentiality closed on the DET School Closure List, parents should plan for alternative care arrangements for their child/children in the event that the planned closure proceeds.

As Kinglake Ranges Children’s Centre is included on the DET Bushfire at Risk Register, closure on a Code Red FDR will be enforced.

1. **Voluntary Closure Days**

The Kinglake Ranges Children’s Centre will be closed on days that are classified as having an Extreme fire danger rating as well as days upon the advice of the DET. An informed decision will be made by the Director and Committee of Management if a closure will occur on a Severe fire rating day.

Parents should act on their family bushfire survival plan to decide whether to send children to Kinglake Ranges Children’s Centre on a Severe rating day if the Centre is deemed safe to remain open.

1. **Notification to Parents**

**Code Red FDR**

A day declared to have a Code Red FDR by the BoM will act as a notice to parents of the Centre’s closure. As Kinglake Ranges Children’s Centre will be closed on days declared Code Red FDR, staff will not be on site and parents are to make alternative arrangements. Notices will be posted on all main doors advertising parents of the closure only if safe to do so.

**Extreme FDR**

A day declared to have an Extreme FDR by the BoM will act as a notice to parents of the Centre’s closure. As Kinglake Ranges Children’s Centre will be closed on days declared Extreme FDR, staff will not be on site and parents are to make alternative arrangements. Notices will be posted on all main doors advertising parents of the closure only if safe to do so and parents will also be notified via mobile SMS and/or other practical communication methods as early as possible.

**Severe FDR**

Notification as early as possible to parents of closure on, or before a day declared to have a Severe FDR in the form of:

* Notices posted on all main doors advising of the closure;
* Mobile SMS; and
* Other practical communication methods as necessary

Parents are required to keep the Centre informed at all times of any changes to contact details.

In the case that the Kinglake Ranges Children’s Centre is open, parents are required to ensure the centre has a contact available on that day (in the local area or surrounding townships) to collect the children if an event occurs and it’s deemed unsafe to remain. In the event that an incident occurs and Kinglake Ranges Children’s Centre are unable to contact parents the evacuation procedure will be implemented.

1. **Review Date**

The approved Provider will review this policy annually and consult with emergency services such as the CFA to ensure the policy and procedures meet current best practice.

Updated: November2018 Review Date: November2019