



### 3.3 (k) Telephone and Emergency Numbers Policy

<b>Policy number:</b> 3.3 (k)
<b>Date last reviewed:</b> June 2023
<b>Reviewed by:</b> Child Care Team

This policy relates to	
National Quality Standards Early Childhood Education & Care	2.2.2

#### Purpose

Educators’ conditions and responsibilities are clearly stated to ensure new and existing educators are fully aware of their responsibilities

#### Policy

Educators are required to have a working telephone available at all times. The telephone must be capable of both making and receiving calls (i.e. it must have credit, outgoing calls enabled etc.). If the educator is in a location with limited mobile phone reception they must also have a landline which both parents and coordinators can use to contact the educator.

Telephones should be located where educators can easily access them without leaving children unsupervised. Children should be instructed in the use the telephone to aid in an emergency.

Emergency numbers must be displayed near the phone at all times, and the location of parent emergency contacts must be noted on the emergency evacuation plans displayed at exits to the home. Having emergency numbers stored in the educator’s mobile phone only is not sufficient as this is not accessible in an emergency.

If an educator does outings they should ensure they have a working telephone accessible at all times, and written emergency contacts for all children in the car or outing bag. The educator needs to ensure that the office and parents are always aware of where the child/children are by completing appropriate outing forms and emailing to the service for approval prior.

<p><b>Associated Beaucare Policies and Documents</b></p> <p><a href="#">Appendix D Privacy and Communication</a>  <a href="#">Appendix H Safe Work Practices</a></p> <p><b>Relevant Legislation</b>                  National Law                  National Regulations                  National Quality Standards</p>
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