

POLICY/PROCEDURE NAME & REVIEW PROCESS	<p>SUDDEN DEATH of a CHILD or EMPLOYEE POLICY</p> <p>This policy and procedure have been created to provide all stakeholders with clear guidelines and transparency to our practices and procedures.</p> <p>We welcome feedback and input from all stakeholders at any time, and this policy is subject to review based on feedback or due date of annual review.</p>
NATIONAL QUALITY STANDARD	<p>QUALITY AREA 2- CHILDREN’S HEALTH AND SAFETY</p> <p>2.1- Health</p> <p>2.1.1-Wellbeing and comfort</p> <p>2.1.2- Health practices and procedures</p> <p>2.1.3- Healthy Lifestyles</p> <p>2.2 Safety</p> <p>2.2.1- Supervision</p>
NATIONAL LAW AND REGULATIONS	<p>12 – Meaning of serious injury</p> <p>85 – Incident, injury, trauma and illness</p> <p>86- Notification to parents of incident, injury, trauma and illness</p> <p>87- Incident, injury, trauma and illness record</p> <p>89 – First aid kits</p> <p>136-First Aid Qualification</p> <p>170-Policies and procedures to be followed</p> <p>171-Policies and procedures to be kept available</p> <p>172- Notification of change to policies or procedures</p>
RELATED POLICIES and RECORDS	<ul style="list-style-type: none"> ▪ Administration of First Aid Policy ▪ Incident, Injury, Trauma, and Illness Policy ▪ Incident, Injury, Trauma, and Illness record
SCOPE OF POLICY	<p>This policy applies to all children, educators, staff, families, management, students, volunteers, and visitors at our service.</p>
AIM OF POLICY	<p>To ensure that our service has strong guidelines, procedures, and practices in place to guide the service in responding calmly, respectfully and effectively to any sudden death or life-threatening emergency, ensuring the dignity of the individual, emotional support for children, families and staff, and full compliance with all regulatory and legislative obligations. Our aim is to provide a clear policy, implement the policy, support practices relating to the policy, train staff regarding the policy and maintain and update the compliance of the policy for all our stakeholders.</p> <p>Through the implementation of our policies and procedures, we aim to meet National Law & National Regulations, National Quality Standards, Child Safe Standards and National Principles. We will promote cultural safety for Aboriginal and Torres Strait Islander children, safety for children with disabilities, and inclusion for children from cultural and linguistically diverse backgrounds,</p>
SERVICE IMPLEMENTATION	<p>Implementation</p> <p>The unexpected death of a child or staff member is one of the most profound and traumatic events that can occur within an education and care service. This policy establishes a comprehensive critical-incident response system that:</p> <ul style="list-style-type: none"> ▪ Ensures immediate safety of all children and adults. ▪ Guides educators through structured emergency action steps. ▪ Ensures the service meets all legal reporting requirements. ▪ Protects the privacy, dignity and cultural needs of the deceased and their family. ▪ Provides ongoing grief, trauma and psychological support. ▪ Ensures accurate documentation, scene preservation and regulatory compliance. ▪ Supports educators, children and families throughout the recovery process. <p>Our goal is to ensure a calm, coordinated, trauma-informed response that upholds the rights, safety and wellbeing of every person affected whilst ensuring a commitment to the following:</p> <ul style="list-style-type: none"> ▪ Safety first for all children, employees and visitors. ▪ Calm coordinated response guided by first aid, WHS and emergency protocols. ▪ Clear communication with emergency services and regulatory authorities. ▪ Compassionate, culturally respectful support for families and educators. ▪ Minimisation of distress and exposure for children. ▪ Accurate documentation and scene preservation.

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Owner	Fishbowl Service Support Pty Ltd				
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- Confidentiality and privacy.
- Ongoing psychological support for all affected individuals.

We recognise the complexity of grief reactions and aim to create emotional safety. Our goal after an event involving sudden and unexpected death of a child or employee is to ensure the following:

- **Safety First-** Immediate protection of children and adults from harm.
- **Trauma-Informed Practice-** We recognise the complexity of grief reactions and aim to create emotional safety through calm communication, supportive interactions and sensitivity to individual needs.
- **Child-Safe Approach-**We minimise children’s exposure to distressing scenes and ensure emotional support tailored to their developmental stage.
- **Cultural Sensitivity-**We honour cultural, religious and spiritual practices of the deceased’s family.
- **Confidentiality & Dignity-**We protect the privacy of the deceased and their families at all times.
- **Legal Compliance-** We meet all reporting, documenting and WHS obligations without delay.

Immediate Response Procedures -Critical First Hour

In the event of the unexpected death of a child or staff member:

Step 1 — Ensure Safety

- Assess the environment for ongoing hazards.
- Remove other children and employees from the area without exposing them to the scene.
- Provide reassurance and close supervision to relocated children.
- Do not discuss the situation with children; use neutral phrases such as, “We need to move to a safe space.”

Step 2 — Administer First Aid

- Apply First Aid or CPR immediately in accordance with current training if appropriate.
- Use clinical tone, avoid emotional expressions in front of children.

Step 3- Call Emergency services- 000

Provide the following information

- Nature of incident
- Exact location service address.
- Number of individuals involved
- Whether CPR is in progress
- Follow all instructions from emergency services.
- If implementing CPR continue until emergency services, take over.

Step 4 — Notify Key Parties

The Responsible Person/Nominated Supervisor must:

- Contact the Approved Provider immediately.
- Contact the child’s parent/guardian and arrange to meet at the hospital.
- Contact the emergency contact of a deceased staff member.
- Note: The service must not declare a death, this is done by medical or emergency personnel.

Step 5 — Preserve the Scene

Required under WHS law:

- Prevent access to the incident site and avoid moving objects or environmental elements. Do not move furniture, equipment or items unless required for safety or First Aid to assist an injured person, or remove a deceased person, or make the area safe.
- Secure and restrict access to the area.
- Preserve evidence until SafeWork or local regulator provides direction.
- Maintain a documented list of individuals who enter the area.
- Follow all instructions from SafeWork inspectors.
- Provide CCTV footage if applicable.
- Provide records, rosters, risk assessments, training logs.
- Approved provider will contact insurance company.

The Nominated Supervisor/Approved **Provider may partially or fully close the service**, depending on the safety risks, psychological impact on children and employees and or directions from Police, SafeWork or emergency services

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Types of closure:

▪ **Immediate Partial Closure**

Used when:
The incident occurred in one room or area.
Children can be relocated safely.
Emergency services require single-area access.

▪ **Full Immediate Closure**

Used when:
The scene is central e.g., foyer, playground.
Trauma exposure risk is high.
SafeWork requires whole-site preservation.
Employees are not psychologically able to continue care.

Closure Procedure

- Notify families of emergency collection using approved communication methods.
- Provide neutral language e.g., “The service has experienced a serious incident requiring early closure. All children are safe.”
- Do not disclose details until police/emergency services authorise.
- Ensure safe delivery of all children to authorised parents / guardians or authorised nominees.
- Lock down the premises once vacated.

Authorisation to Reopen

Once emergency services, police and the WHS regulator have completed all required actions and formally release the site, the service will follow the steps below to resume normal operations safely and respectfully.

The service may only reopen when:

- Police have completed all investigative requirements and formally release the site.
- SafeWork or the relevant WHS regulator confirms the service is permitted to resume operations.
- Any required remediation or safety adjustments have been implemented and documented.
- The Approved Provider has confirmed internal readiness to open safely.
- No reopening may occur without formal clearance from the relevant authorities.

The Nominated Supervisor and/or Approved Provider will complete a comprehensive safety assessment including:

- Inspection of all areas of the service (indoors and outdoors) previously secured.
- Identification and removal of any remaining hazards.
- Cleaning and sanitisation of affected areas as required.
- Confirmation that all equipment is safe and functioning.
- Verification that the environment is emotionally safe for children and employees (minimal visual reminders or trauma triggers).
- Where necessary, external safety specialists may be engaged (e.g., hygiene contractors, structural assessors).

Staff Readiness Assessment

Prior to reopening, the Nominated Supervisor will meet with all employees to assess psychological readiness and operational capacity.

This includes:

- Confirming that staff feel emotionally able to return to work.
- Adjusting rosters for employees who require additional recovery time.
- Providing access to counselling, EAP, debriefing and trauma support services.
- Ensuring all staff are briefed calmly and factually about reopening procedures.
- Re-establishing clear roles and supervision responsibilities for the day of reopening.
- No staff member will be pressured to return before they feel ready.

Communication with Families

Families must receive clear, sensitive communication prior to reopening.

Information will:

- Confirm that children are safe and the service will reopen on a specified date.
- Use factual, non-graphic language approved by police and the Approved Provider.
- Avoid speculation, blame, emotional detail or confidential information.
- Provide information about available support services (grief, counselling, etc.).

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- Provide guidance to families on supporting children during transitions back to care.
- Individual communication will be provided to families most directly affected.

For several weeks following reopening, the Nominated Supervisor will:

- Monitor children and employees for signs of ongoing distress.
- Hold regular debriefing opportunities for employees.
- Ensure continued access to psychological support where needed.
- Review any environmental, procedural or staffing adjustments required.
- Evaluate whether additional training or policy improvements are necessary.
- Following the incident, the Approved Provider will ensure the event is recorded in the **monthly incident evaluation record** and a review is documented within the Quality Improvement Plan (QIP), including identified risks, corrective actions and continuous improvement strategies.

Notification Requirements

Notify the Regulatory Authority

- The Approved Provider must notify the Regulatory Authority via the NQA IT System within 24 hours of becoming aware of the death of a child, or any circumstance posing a risk to children’s health, safety or wellbeing or regarding the closure or partial closure of the service.
- Nominated supervisor / responsible person must ensure that they collect detailed incident form, witness accounts, and supporting documents.
- Notify SafeWork or applicable WHS regulator. Fatalities must be reported immediately within the first hour. Follow all directions regarding site preservation.
- Notify Police-Police must be notified in all cases of sudden, unexpected or unexplained death.

After the Event Communication protocol

Employees will follow the guidelines below regarding communication after the event.

Internal Service Communication

- Only the Nominated Supervisor or Approved Provider communicates with employees.
- Staff are briefed using calm, factual, minimal detail.
- Staff must not speculate or discuss the incident with anyone external.

Family Communication

- Parents of the deceased are notified in person or by police—not educators.
- All other families receive a factual, sensitive message approved by police.
- Language that is avoided, blame, medical terminology, emotional detail.
- Families are informed of support services.

Media Enquiries

Employees must never:

- Speak to reporters
- Provide comment to anyone.
- Post on social media.
- Disclose any information.
- All enquiries should be met with: “I’m sorry, I am unable to comment. Please contact the Approved Provider.”

Approved Provider Role

- Coordinates with police media liaison.
- Issues any authorised public statement.
- Ensures accuracy, confidentiality, and compliance with privacy laws.

Management acknowledges that each Australian jurisdiction has specific obligations for reporting workplace fatalities and preserving incident sites. The following requirements apply in addition to this policy and the National Law and National Regulations.

VICTORIA (VIC)

Regulatory Authority

Department of Education (Victoria) – Quality Assessment and Regulation Division.

What must be added in VIC

A reference to:

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Under the Occupational Health and Safety Act 2004 (VIC), a death at a workplace is a notifiable incident and must be reported immediately to WorkSafe Victoria (1800 136 089).

Victorian Child Safe Standards -11 standards require extra elements:

- Cultural safety for Aboriginal children
- Mandatory “child empowerment” considerations (how the service supports children after the incident)
- Victorian Coroner’s Act requires quicker cooperation with police.

Notification Timeframes Summary

Emergency services: Immediately (000)

Police: Immediately

WHS Regulator (all states): Immediately or immediately after becoming aware.

Regulatory Authority (NQAITS): Within 24 hours

Families: As soon as practicable, within 24 hours

Supporting Children after the event.

It is important to reassure children and look for any signs of trauma.

Minimising Exposure

Children must not see the scene.

Children must not observe panic among adults.

Redirection must be calm, purposeful, and reassuring.

Responding to Children’s Questions

- Use simple, honest, developmentally appropriate responses such as: “Something very serious happened, but you are safe here.”

Avoid the following

- Graphic detail
- Speculation
- Blame
- Adult conversations in front of children

Emotional Support Strategies

Comfort through presence, not promises

Offer quiet spaces

Provide creative outlets drawing, play.

Maintain routines where possible

Observe for trauma reactions as per below.

Common Reactions by Age

- Toddlers: clinginess, regression, sleep changes
- Preschoolers: repetitive questions, re-enactment play
- School-aged: somatic complaints, withdrawal, fear
- Children displaying ongoing trauma symptoms must be referred to appropriate support services.

Supporting Employees after the event

- Immediate Support
- Remove employees from the scene.
- Provide access to a quiet, private space.
- Ensure peer support is encouraged.
- Avoid requiring statements until employees are stable
- Seek professional support

Management will provide:

- Access to trauma counsellors.
- Employee Assistance Programs if available.
- Time away from the service if required.
- Adjusted duties upon return.
- Ongoing Monitoring.

Nominated supervisor must:

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- Check on staff wellbeing regularly.
- Watch for burnout, avoidance, hypervigilance.
- Provide debriefing sessions formal and informal.
- Encourage self-care practices.
- Implement Return-to-Work Planning.
- Increased communication check-ins.

Supporting Families after the event

Families of the deceased will be approached with cultural sensitivity, ensuring privacy and respect at all times.

Our service families will be provided with simple, factual messaging links to support services and advise on behaviour monitoring at home for children.

Each member of the team plays an important role in the implementation of each policies guidelines, and they are outlined as below but not limited to the following:

The Approved Provider

- Will ensure that they lodge required notifications -NQA ITS, SafeWork and coordinate media responses, ensuring privacy and confidentiality.
- Will ensure that the nominated supervisor collects and preserves all evidence and records.
- Will see and engage legal counsel if required.
- Will arrange psychological support for employees, families and children.
- Will oversee post-incident review and improvements.
- Will ensure that records are kept in accordance with Regulation 183 and stored securely to maintain confidentiality.
- Will ensure that all information regarding the incident will be collected, stored and disclosed in accordance with the Privacy Act 1988 and the Australian Privacy Principles.
- Will ensure that obligations under the Education and Care Services National Law and National Regulations are met.
- Will ensure they take reasonable steps to ensure that the nominated supervisor, educators, staff, and volunteers follow the policy and procedures.
- Will ensure they provide the nominated supervisor, educators, staff and volunteers the documentation to perform their role, follow policy, procedure, and document according to regulatory and service requirements.
- Will ensure that adequate induction process is provided to all staff to ensure they have time to read and understand policies and procedures and seek further information if unsure.
- Will ensure that the nominated supervisor and staff are equipped with ongoing professional development and training they require to comply with this policy.
- Will encourage feedback from stakeholders regarding the policy’s effectiveness, particularly in relation to identifying and responding to child safety concerns.
- Will ensure the policy is kept up to date with current legislation, research, and best practice.

The Nominated Supervisor

- Will lead the on-site emergency response which will include contacting emergency services and relevant families.
- Will ensure educators follow emergency procedures.
- Will secure the scene, in accordance with police and WH&S protocols and instructions.
- Will ensure that employees document all details and fill in reports and statements. Assist employees who are struggling.
- Will advise Approved Provider immediately.
- Will facilitate access to support services for employees’ families and children.
- Will adhere to and implement the obligations under the Education and Care Services National Law and National Regulations.
- Will ensure they take reasonable steps to ensure that the educators, staff, and volunteers follow the policy and procedures.
- Will ensure they provide the educators, staff and volunteers the documentation to perform their role, follow policy and procedure and ensure they are checking the documentation according to regulatory and service requirements.

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	<ul style="list-style-type: none"> Will ensure that a rigorous recruitment process is completed, and a thorough induction process is provided to all staff to ensure they have time to read and understand policies and procedures and seek further information if unsure. Will ensure that the staff are supported with ongoing professional development and training they require to comply with this policy. Will encourage feedback from stakeholders and staff regarding the policy’s effectiveness, particularly in relation to identifying and responding to child safety concerns. Will ensure the policy is kept up to date with current legislation, research, and best practice. Will conduct regular staff meetings to address policy compliance with legislation, policy implementation, changes to policy and or collect feedback for annual review of policy. <p>Educators</p> <ul style="list-style-type: none"> Will adhere to and implement the obligations under the Education and Care Services National Law and National Regulations. Will ensure they take reasonable steps to follow the service policy and procedures and seek advice or further support if unsure. Will ensure they complete and document any related records regarding the implementation of this policy and practice requirements of the service. Will attend any ongoing professional development, staff meetings and training they require to comply with this policy and practice requirements of the service. Will provide feedback to the nominated supervisor or approved provider regarding the policy’s effectiveness, particularly in relation to identifying and responding to child safety concerns. Will provide feedback regarding policy review when required. <p>Families</p> <ul style="list-style-type: none"> Will be expected to be familiar with this policy and adhere to the procedures relating to the policy.
REGULATION IMPLEMENTATION	The following procedures outline and support all stakeholders to understand and implement the regulatory guidelines of this policy.
In regard to regulation 12 – meaning of serious Injury	<p>A serious incident is defined under Section 5(1) of the Education and Care Services National Law and Regulation 12 of the National Regulations. Any of the following events are classed as a serious event and therefore require reporting to Acecqa on the NQAITS portal.</p> <ul style="list-style-type: none"> The death of any person at the service—including a child, employee, contractor, volunteer, or visitor—is a notifiable incident under State and Territory Work Health and Safety legislation. The WHS regulator e.g., SafeWork NSW, WorkSafe Victoria, etc, and must be notified immediately after becoming aware of the fatality. The incident scene must not be disturbed, so far as is reasonably practicable, until an inspector arrives or the WHS regulator provides alternate instructions. Actions that are permitted include: <ul style="list-style-type: none"> Assisting an injured person or removing a deceased person. Protecting others from further harm. Making the site safe if there is an immediate danger. Emergency services (000) must be contacted immediately in all circumstances involving the sudden or unexpected death of a child or employee. If the incident occurs off-site (excursion or regular outing), the same notification processes apply. Serious Injury or Trauma-Any incident that results in serious injury or trauma to a child while in the care of the service that, a reasonable person would consider requires urgent medical attention from a registered medical practitioner, or requires, or should reasonably have required, the child to attend a hospital. -Example: broken limb. Serious Illness- Any incident involving a serious illness while the child is being educated and cared for by the service that requires, or should reasonably have required, the child to attend a hospital- Examples: severe asthma attack, seizure, anaphylaxis. Emergency Requiring Attendance of Emergency Services- Any situation that results in emergency services attending the service. This includes ambulance, police, or fire brigade. Missing, Removed, or Locked-In/Out child-Any circumstance where a child in the care of the service cannot be located or is temporarily unaccounted for, or appears to have been removed

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	<p>from the premises in a way that breaches the National Regulations, or is mistakenly locked in or locked out of the service premises or part of the premise.</p>
<p>In regard to regulation 85- Incident, injury, trauma and illness policies and procedures and 86- Notification to parents of incident, injury, trauma and illness and 87- Incident, injury, trauma and illness record</p>	<p>Approved Provider will</p> <ul style="list-style-type: none"> Ensure they provide all staff and nominated supervisor with clear guidelines for procedures to follow in the case of a child becoming ill, injured or suffers a trauma. <p>Nominated Supervisor will</p> <ul style="list-style-type: none"> Ensure that all staff are aware of the procedures for these events. Ensure that as the nominated supervisor they hold a current and up to date with First Aid CPR, Asthma and Anaphylaxis qualification. Ensure roster is organised to ensure an educator with full First Aid qualifications including Anaphylaxis, Asthma and CPR is present in the service from open until close. Ensure they keep a current staff schedule record of educator qualifications to ensure qualifications are kept current and do not expire. <p>Approved Provider will</p> <ul style="list-style-type: none"> Ensure that the nominated supervisor is aware of this regulation and have a process in place that ensures that the nominated supervisor or responsible person alerts the approved provider immediately regarding any serious incident that occurs at the service. Advise parents within 24 hours of the incident, however serious incidents require immediate family notification. Ensure they provide all staff and educators with an appropriate Incident, injury trauma and illness record. Ensure the record is stored confidentially and the record is kept until the child reaches the age of 25. Deceased employee records under WH&S act must be kept typically 7 years minimum. Ensure educators fill in records with accurate detail. Ensure families are notified of the record at the end of each day or if more serious as soon as is practicable. <p>The record must include the following:</p> <ul style="list-style-type: none"> Name and age of the child. Time and date of the event. Circumstances leading to the event. Details of follow up actions. Any medication administered (depending on the event). Any first aid administered. Any witnesses to the event. Name of person contacted. Record of time and date of notifications or attempted notifications. Name and signature of person completing the record <p>Nominated Supervisor will</p> <ul style="list-style-type: none"> Ensure families are made aware of any incident, injury, trauma, or illness that has occurred at the service as soon as possible but no longer than 24 hours. Always contact a parent/guardian if a child sustains any injury above the shoulders to the head as soon as practicable after incident has occurred in relation to any incident once the child has been attended to. It is advisable that parent/guardian picks up child from service and has them checked out by a medical practioner. Whilst waiting for parent/guardian to arrive Do not allow child to fall asleep. Ensure that staff have completed an incident Injury trauma and illness record and it is filled in accurately. <p>Collect parents' signature, store, and archive accordingly.</p>
<p>In regard to regulation 89- First aid kits.</p>	<p>Approved Provider will</p> <p>Ensure that processes are in place for the following: First Aid Kits will:</p> <ul style="list-style-type: none"> Be available and be plentiful in number for the whole service and be easily accessible. Be in permanent positions and signed accordingly with a distinctive first aid sign. Be checked on a monthly basis and replenished accordingly.

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	<ul style="list-style-type: none"> Must not contain any medication not on first aid checklist or any extra additions not on checklist. Must be taken on all excursions or any events that allow children to leave the service. Must meet Australian standards. Must be portable and available in different areas throughout the service.
In regard to regulation 97-Emergency and evacuation procedures	<p>Approved Provider will</p> <ul style="list-style-type: none"> Ensure that risk assessment records are prepared to identify potential risks within the service, these must be reviewed every six months by approved provider or nominated supervisor. Ensure that a copy of the emergency and evacuation floor plans and procedure is displayed near all exit doors. Ensure clear procedures are in place at all times and all staff, volunteers and visitors are aware of emergency evacuation plans and procedures. This will form part of the induction for all new staff and will be implemented by the nominated supervisor. Ensure the designated emergency exits/ routes are kept clear at all times so that everyone can exit safely. Advise visitors and contractors to the service of the location of the emergency exits. Ensure nominated supervisor practices evacuation and lockdowns at least every 3 months.
In regard to regulation 136- First aid qualifications.	<p>Approved Provider will</p> <ul style="list-style-type: none"> Ensure that at least one educator or staff member holds current approved first aid, anaphylaxis and asthma training and is present at all times that children are being educated and cared for by the service, including on excursions and during periods of transportation. <p>Nominated Supervisor will</p> <ul style="list-style-type: none"> Maintain a staff schedule record to track expiration of qualifications and roster qualified first aid staff to ensure compliance at all times. Check that all first aid qualifications meet regulatory requirements according to the national authority website.
In regard to regulation 170- Policies and procedures to be followed.	<p>Approved Provider will</p> <ul style="list-style-type: none"> Ensure that all staff and volunteers are made aware of Regulatory policies and procedures by ensuring that this forms a part of the induction process. Ensure probationary reviews will be conducted once new staff are appointed at the 3- month and 6-month mark to ensure that they are following policy and procedure and to review and revise regulatory policies. Ensure staff meetings will be conducted on a regular basis to allow for review of policy and procedure and further training and revision of procedural practices in relation to policy and procedure. Ensure annual review and revision of policies and procedures will be conducted, and all educators will be given the opportunity for input.
In regard to Regulation 171- Policies and procedures to be kept available.	<p>Approved Provider will</p> <ul style="list-style-type: none"> Ensure that policies and procedures are available to all staff and the location and availability will form a part of the induction process. Ensure policies will be available on request for all staff members to have access when required. Ensure policies will be available when required for staff members to download copies and/or print out if required in order to complete assignments or to form part of their research and/ or update their knowledge. Ensure policies will be available for all stakeholders when requested and when updating.
In regard to Regulation 172- Notification of change to policies or procedures	<p>Approved Provider will</p> <ul style="list-style-type: none"> Ensure staff meetings will be conducted on a regular basis to allow for review of policy and procedure, provide further training and allow for input if required in relation to policy and procedure. Ensure stakeholders will be invited to provide feedback for policies and procedures at any time, not just on annual review but will also be invited to add feedback at review time or after an event that may require change to policy or procedure. Ensure policies and procedures will be emailed or put on display in the foyer for stakeholders to have the ability to provide feedback. Ensure feedback will be considered from stakeholders and educators and may result in a change in policy.

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	<ul style="list-style-type: none"> Ensure policy and procedure may be changed at any time if there has been an incident in the service that has required a change to be implemented for the safety and health of children and or educators. Ensure in the event of a change to a policy after feedback or a situation that occurs, we will provide 14 days' notice to all stakeholders before the change takes effect.
LAW IMPLEMENTATION	The following laws and procedures outline and support all stakeholders to understand and implement the regulatory guidelines of this policy.
In regard to Section 167- Offence relating to protection of children from harm and hazards.	<p>Approved Provider and Nominated Supervisor</p> <ul style="list-style-type: none"> Approved Provider must ensure that every reasonable precaution is taken to protect children being educated and cared for by the service from harm and from any hazard likely to cause injury. They must have the service must have policies and procedures in place to support the protection of children from harm and hazards, including health and safety matters. Penalty: \$11 400, in the case of an individual, \$57 400, in any other case. Nominated supervisor must ensure that every reasonable precaution is taken to protect children being educated and cared for by the service from harm and from any hazard likely to cause injury. Penalty: \$11 400. <p>All methods of precaution must be implemented in the form of safety checks and recorded and monitored by approved provider or nominated supervisor. Such as the following:</p> <ul style="list-style-type: none"> Daily safety checks of the environment and equipment and regular checking that the checks are being completed. Regular walk throughs from approved provider or nominated supervisor to check on compliance and employee behaviours. Secure storage of hazardous products including chemicals. Thorough maintenance process and implementation of repairs to equipment. Risk assessments for all areas of the service including for excursions and regular transportation. Purchasing products that meets Australian Standards - for example, cots and playground equipment and softfall. Chemical data sheets and correct training of all employees in chemical usage, safety plugs in electrical outlets and careful placement of electrical equipment. Procedures for releasing children only into the care of authorised persons and ensuring that all employees are aware of the process. The implementation of ongoing safety should be conducted regularly through the review of risk assessments to identify potential hazards and strategies to protect children. The National Law does not require services to eliminate all risk and challenge from children's play or environments.
CONTINUOUS IMPROVEMENT	<p>We are dedicated to the ongoing improvement of our practices and procedures through the following actions:</p> <ul style="list-style-type: none"> Conducting regular reviews and updates of this policy with all stakeholders. Actively seeking feedback from children, families, and staff members. Providing targeted skill development and training for staff when areas for improvement are identified or when gaps in policy and procedure implementation are observed.
IN THE EVENT of a BREACH of POLICY and/or PROCEDURE	<ul style="list-style-type: none"> All employees are required to comply with this policy and all associated procedures. Any alleged breach of a policy or procedure will be documented and further investigated by management. If an employee is deemed to be breaching policy and or procedure, disciplinary action will be taken, if the breach is deemed to be serious this could result in immediate termination. Breaches involving child safety or harm to a child will result in immediate suspension whilst management undergo an investigation. This could also result in immediate termination. All breaches and investigations will be documented and may be reported to the Regulatory Authority and/ or law enforcement.
KEY TERMS	<ul style="list-style-type: none"> ACECQA- Australian Children's Education and Care Quality Authority. The independent national authority that works with all regulatory authorities to administer the National Quality Framework, including the provision of guidance, resources, and services to support the sector to improve outcomes for children.

Policy Name	SUDDEN DEATH of a CHILD or EMPLOYEE POLICY			Policy Version	V.2
Owner	Fishbowl Service Support Pty Ltd				
Policy published	November 2025	Last review date	May 2026	Next review date	May 2027
Service Support Within Reach	Warning -uncontrolled when printed. This document is current at the time of printing and may be subject to change without notice				

	<ul style="list-style-type: none"> ▪ Critical Incident-A sudden, unexpected, or traumatic event that has a significant impact on the safety and wellbeing of children and employees of the service. This includes the unexpected death or serious harm of a child or employee. ▪ Scene Preservation- A WHS requirement to maintain the incident area exactly as it was at the time of the event, unless necessary to save life or prevent further harm. No movement of items or alteration of the environment is permitted without authorisation from police or the WHS regulator. ▪ Stakeholder - a person or group of people who have an interest in a business, a person such as an employee or customer. They have a sense of responsibility toward it and an interest in its success. ▪ Trauma-Informed Practice-An approach recognising the psychological, emotional, and physical impacts of trauma. It prioritises safety, predictability, empathy, and practices that reduce the risk of further distress.
<p>WE GRATEFULLY ACKNOWLEDGE THE FOLLOWING SOURCES</p>	<ul style="list-style-type: none"> ▪ Australian Children’s Education & Care Quality Authority. ACECQA ▪ Australian Government: Australian Institute of Family Studies. (2021). Child Safe Standards. Australian Government. ▪ Australian Government: Department of Education. (2023). National Principles for Child Safe Organisations. Australian Human Rights Commission. ▪ Australian Government: Safe Work Australia. (2011). Work Health and Safety Act 2011. Safe Work Australia. ▪ Australian Government: Safe Work Australia. (2020). Incident notification information sheet. https://www.safeworkaustralia.gov.au ▪ Australian Government: Safe Work Australia. (2023). Managing psychosocial hazards at work: Code of practice. https://www.safeworkaustralia.gov.au ▪ Australian Government: Australian Institute for Disaster Resilience. (2020). Psychological First Aid: Supporting people affected by disaster. AIDR. ▪ Australian Centre for Grief and Bereavement. (2023). Grief and bereavement support resources. https://www.grief.org.au ▪ Code of Ethics ▪ Education and Care Services National Regulations. ▪ Education and Care Services National Law Act 2010. ▪ Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. ▪ Guide to the National Quality Framework. ▪ National Quality Standard. ▪ Staying Healthy Childcare 6th edition ▪ United Nations Convention on the Rights of the Child <p>Support Services</p> <ul style="list-style-type: none"> ▪ Be You – 1300 224 636 ▪ Beyond Blue – 1300 224 636 ▪ Headspace – 1800 650 890 ▪ Lifeline – 13 11 14 ▪ Kids Helpline – 1800 551 800 ▪ Compassionate Friends Victoria – 1300 064 068 ▪ National Centre for Childhood Grief – 1300 654 556 ▪ Rainbows Australia – 03 9798 7005

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