



# Woolooware Outside School Hours Care

(02) 9523 9971  
34 Wills Road, Woolooware, 2230  
info@woshc.com  
accounts@woshc.com

## DEATH OF A CHILD OR EDUCATOR POLICY

### **POLICY STATEMENT**

Educators working at Woolooware Outside School Hours Care must be prepared to handle all incidents in a professional and sensitive manner. In the event of such a tragic circumstance as the death of a child or an educator, the educators will follow guidelines as set out below.

### **CONSIDERATIONS**

Education and Care Services National Regulations – R12, R85, R86, R87, R168, R176

National Quality Standard – 2.2, 2.2.2, 4.2.2, 6.1, 7.1.2, 7.1.3

My Time Our Place: LO. 1

Other Service policies/documentation – Management of Injury, Illness and Trauma Policy, Maintenance of Records Policy, Privacy and Confidentiality Policy, Emergency Procedures Policy, Privacy Act 1988, Children (Education and Care Services National Law Application) Act 2010, NSW Government – Department of Family and Community Services, My Time, Our Place Framework for School Age Care in Australia

### **PROCEDURES**

The death of a child or educator whilst in attendance at the centre will result in the same procedures undertaken as that of a “serious incident”.

The death must be reported to:

- Emergency Services (both Police and Ambulance)
- NSW Government – Department of Communities and Justice
- The Management Committee
- The Regulatory Authority for NSW (see below)

Clear emergency procedure should be maintained for the other children at the Centre.

The Responsible Person will notify the parent/guardian that a serious incident has happened and advise them to contact the relevant medical agency. This information should be provided in an extremely sensitive manner.

It is not the role of the Centre to inform the parent/guardian that their child has died. Only a qualified medical practitioner can declare a person dead and therefore, educators should ensure the parents are only advised that the injury is serious and refer them to the medical agency (i.e. Hospital) where the child has been taken.

A detailed incident report will be completed as soon as practicable, but no later than 24 hours after the incident (Regulation 87) and forwarded to the President of the Management Committee.



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The site of an incident may be subject to investigation and should be protected from disturbance until notified that there is no interest in the site by the Police. Counselling will be made available for all children and educators.

## **Regulatory Authority for NSW**

The Nominated Supervisor will ensure that the NSW Regulatory Authority (see below) is notified of the child's death as soon as practicable and within 24 hours. This is a requirement under Regulation 176 of the Education and Care Services Regulations (2011).

NSW Early Childhood Education and Care Directorate  
Department of Education and Communities

Locked Bag 5107  
PARRAMATTA NSW 2124  
Phone: 1800 619 113 (toll free)  
Fax: (02) 8633 1810

<https://public.nqaits.acecqa.gov.au/Pages/Landing.aspx>

Website: <http://www.dec.nsw.gov.au/ecec>

E-mail: [ececd@det.nsw.edu.au](mailto:ececd@det.nsw.edu.au)

DATE ENDORSED: April 26, 2021

DATE FOR REVIEW AND EVALUATION: April 25, 2023