

HEALTH & SAFETY - TELEPHONE

POLICY

The provision of a telephone is necessary for the calling of emergency services and notification of parents' in the case of illness or accidents.

PROCEDURE

1. The Educator shall have an operating telephone on the premises. In an area where telephone services are not available, an effective emergency communication plan must be in place.
2. A list of **emergency numbers** (Appendix 2) must be displayed adjacent to each telephone, including:
 - Ambulance 000 – no other number to be used
 - Police 000 – no other number to be used
 - Fire Brigade 000 – no other number to be used
 - Hospital
 - Doctor
 - Poisons Information
 - Parent contact numbers
 - FDC office and after hours
3. A cordless telephone is recommended for carrying while supervising outdoor play. Where mobile phones are the principle source of communication, they must be kept charged and turned on.