

## 2.24. SNAKES AND SNAKE BITE MANAGEMENT



### Statement of Commitment

Wyndham City Council is committed to safeguarding children younger than 18 and ensuring their active participation as valued members of our community, while fostering a child-safe environment. We focus on early identification of risks to protect children from harm, whether caused by adults, harmful behaviours between children, exposure to family violence, or concerns like grooming, cumulative harm, or neglect.

We encourage the reporting of any concerns or suspicions of child abuse or harm. The Reportable Conduct Scheme improves how organisations respond to allegations of abuse, harm, neglect, and risk to children. Under this scheme, the CEO, or their delegate, must report any allegations of child-related misconduct to the Commission for Children and Young People within a specific timeframe.

All allegations are taken seriously, and reporting does not require agreement on the conduct. Concerns can be reported to a line manager or directly to the Senior Child Safe Advisor. Investigations will be conducted by an external party under the oversight of relevant authorities, including Victoria Police, the Department of Families, Fairness and Housing, and Child Protection.

Furthermore, Wyndham City Council has also publicly declared its commitment to being a Child Safe Organisation on our external website and recognises the importance of Child Safety in the provision of quality community services. All children and young people who attend services, programs, events, and community spaces have a right to feel safe, be safe, and be heard. We are committed to maintain a child safe environment, and value a culture of safety within council and its operations.

There are also behavioural expectations to recognise the importance of an inclusive and welcoming environment to all children & young people of the wider community including Aboriginal and Torres Strait Islanders, culturally and/or linguistically diverse, those with a disability and promoting an environment with no tolerance for racism.



### Purpose

This policy aims to:

- define the risks of snakes within our service environment.
- ensure all service users receive accurate information on snake bite prevention and treatment.
- identify the strategies required to minimise the risk of snake bites.
- ensure the appropriate medical response procedure is followed, if required.



### Policy Statement

Wyndham Early Education and Care Services (EECS) aim to ensure every reasonable precaution is taken to protect children and staff from harm and hazards likely to cause injury, including the potential risk from snake bites.



### Scope

This policy applies to the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge, early childhood teachers, educators, staff, students, volunteers, parents/guardians, children, and others attending the programs and activities of EECS, including during offsite excursions and activities.

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<b>Responsibilities</b>	Approved Provider and EECS Unit	Nominated Supervisors/ Team Leaders	Early Childhood Teacher, Educators, and other staff	Family, parents/guardians	Contractors, volunteers, and students
Ensure there is a systematic approach to <b>risk management</b> and the management of workplace <b>hazards</b> .	✓	✓			
Ensure all staff, parents/guardians, volunteers, and students are aware of this policy and are supported to implement it at the service.	✓	✓			
Implement and review this policy with staff, parents/guardians, and volunteers.	✓	✓	✓		✓
Comply with this policy and legislative requirements.	✓	✓	✓	✓	✓
Create an emergency plan for snake sightings and bites.	✓	✓			
Conduct a risk assessment to determine the service's snake risk for the premises. ( <i>Appendix 2.21.1: Job Safety Analysis</i> )	✓	✓	✓		
Support elimination/control efforts with resources.	✓	✓			
Ensure snake sighting and bite procedures is prominently displayed both indoor and outdoor. ( <i>Appendix 2.24.1: St John - Snake Bite Management</i> )	✓	✓			
Ensure that at least one educator with current, approved <b>first aid</b> training is present and ready to always assist while the service is running. ( <i>refer to Administration of First Aid Policy</i> )	✓	✓			
Ensure there are an appropriate number of up-to-date, fully equipped first aid kits that are always accessible. ( <i>Appendix 2.4.2: First Aid Kits Contents</i> )	✓	✓	✓		
Ensure first aid kits contain compression bandages.	✓	✓	✓		
Maintain a clean environment daily, including clean around any animal housing/cages, to limit potential of a mouse infestation.		✓	✓		✓
Maintain effective and <b>active supervision</b> ( <i>refer to Supervision of Children Policy</i> ) for all enrolled children in all aspects of the service's program.	✓	✓	✓		
Include snake safety in the educational program.		✓	✓		✓
Conduct regular snake drills when the children are in attendance.		✓	✓		✓
Inform families about the educational program and drills.		✓	✓	✓	✓
Perform daily outdoor and indoor learning <b>environment checks</b> before children arrive at the service.		✓	✓		
In the event of a snake sighting, follow the proper procedure. ( <i>Process 2.24.1: Manage a Snake Sighting</i> )	✓	✓	✓		✓
In the event of a snake bite, follow the proper procedure. ( <i>Appendix 2.24.1: St John - Snake Bite Management</i> )	✓	✓	✓		✓
In the event of a snake bite, notify the regulatory authority (DE) via the NQAITS as soon as practical, but no later than 24 hours after the incident. ( <i>refer to Notification to Regulatory Authority Policy</i> )	✓	✓	✓		
In the event of a snake bite, notify supervisor and submit an injury report to Wyndham City as soon as practical, but no later than 24 hours after the incident. ( <i>Process 3.1.2: WCC - Incident Reporting</i> )	✓	✓	✓		✓
Inform families in writing that a snake was sighted, and the actions taken by the service regarding the snake's removal.	✓	✓	✓		✓

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Review and evaluate procedures after an incident or illness as part of the quality improvement process and taking appropriate action to remove the cause if required.	✓	✓	✓		



### Definitions

The terms defined in this section relate specifically to this policy:

**Active supervision:** Educators need to be aware of all hazards and risks, as well as the chance of accidents and injuries, both where they are and throughout the service. Educators must be aware of the physical surroundings and the needs of each child to supervise properly.

**Environment checks:** Assessments or evaluations conducted to ensure that the learning and physical surroundings are safe for young children.

**First aid:** The provision of initial care in response to an illness or injury. It generally consists of a series of techniques to preserve life, protect a person, prevent a condition worsening, and promote recovery.

**Hazard:** A source or situation with a potential for harm in terms of human injury or ill health, damage to property, damage to the environment or a combination of these.

**Risk assessment:** Systematic process for developing knowledge/understanding about hazards and risks, informing sound decisions can be made about the control of hazards.



### Legislation and Standards

Relevant legislation and standards include but are not limited to:

- AS/NZS 4804:2001 and 4801:2001 Occupational health and safety systems
- Education and Care Services National Law Act 2010: Section 174(2)
- Education and Care Services National Regulations 2011: Regulations 77, 85–87, 103, 177, 183
- National Quality Standard, Quality Area 2: Children’s Health and Safety
- National Quality Standard, Quality Area 3: Physical Environment
- Occupational Health and Safety Act 2004
- Occupational Health and Safety Regulations 2017



### Related Appendices & Documents

- Appendix 2.4.2: First Aid Kits Contents
- Appendix 2.21.1: Job Safety Analysis
- Appendix 2.24.1: St John - Snake Bite Management
- Process 2.24.1: Manage a Snake Sighting
- Process 3.1.2: WCC - Incident Reporting
- Rapid Incident on WYNi - <https://www.incidentreporting.com.au/IncidentReporting/ReportIncident.aspx?m=6&s=6>

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### Related Policies

- Administration of First Aid Policy
- Emergency Management and Evacuation
- Incident, Injury, Trauma, and Illness
- Notification to Regulatory Authority
- Occupational Health and Safety
- Supervision of Children Policy

### Authorisation and Version Control

Version	Objective ID	Action	Date	Endorsement date	Next Review Date
3	A2416772	Minor Changes - wording	26/09/2018	KK – 19/3/19	Sep, 2020
4	A3850406	Addition – Wyndham City’s Statement of Commitment – Child Safe Standards. Changes to details of snake catcher	22/02/2022	TP	2024
5	A4673845	Policy format updated. Procedure and Policy separated. Separate processed created. Minor wording changes. Definitions reviewed	Dec, 2023	TP	Dec, 2026
6	A4673845	Updated Wyndham City’s Statement of Commitment to a Child Safe Organisation – as per Wyndham City’s Child Safe Management page	20/06/2025	TP <i>T. Papaicamou</i>	Dec, 2026

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