



Preschool providing a child safe environment procedure

Associated National Quality Standards	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
2.2 3.1	Regulation 84 Regulation 103 Regulation 105 Regulation 109 Regulation 115 National Law S. 165 National Law S. 166 National Law S.167	Leading and Operating Department Preschool Guidelines Child Protection Policy: Responding to and reporting students at risk of harm Working with Children Check policy Child Protection: Allegations against employees Work health and safety (WHS) policy Student safety tools and procedures Working with children check: Declaration for volunteers
Pre-reading and reference documents		
ACECOA Information sheet - Active supervision: Ensuring safety and promoting learning Kidsafe: Child Accident Prevention Foundation of Australia Kidsafe: Grow me safely		
Staff roles and responsibilities		
School principal	<p>The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool.</p> <p>The principal is responsible for ensuring:</p> <ul style="list-style-type: none"> the preschool is compliant with legislative standards related to this procedure at all times all staff involved in the preschool are familiar with and implement this procedure all procedures are current and reviewed as part of a continuous cycle of self- assessment. Maintaining and overseeing all maintenance regarding all WH&S regulations and standards. 	



<p>Preschool Lead Teacher</p>	<p>The preschool lead teacher supports the principal in their role and is responsible for leading the review of this procedure through a process of self-assessment and critical reflection. This includes:</p> <ul style="list-style-type: none"> • Leading preschool team with high levels of communication to ensure that all preschool staff are aware of any safety concerns, changes to environment or maintenance issues to ensure that all parties can always employ best practice and keep children safe. • Communicating with GA, SAM and principal to ensure maintenance work is completed in a timely manner and meets compliance measures. • Informs families of any safety concerns, changes to environment and seek feedback and support via school newsletter and class dojo.
<p>Preschool educators</p>	<p>The preschool educators are responsible for working with leadership to ensure:</p> <ul style="list-style-type: none"> • all staff in the preschool and daily practices comply with this procedure • this procedure is stored in the preschool, and made accessible to all staff, families, visitors and volunteers • being actively involved in the review of this procedure, as required, or at least annually • details of this procedure are reviewed and documented. • the preschool environment has daily checks and addresses any safety concerns immediately and share concerns with necessary parties.
<p>Procedure</p>	
<p>Adequate supervision</p>	<ul style="list-style-type: none"> • The preschool children are adequately supervised at all times. • A supervision plan is in place to support active supervision. It makes note of areas and activities which require closer supervision, as well as arrangements for specific times of the day (arrivals, departures, pack – away) toileting when in outdoor area, or situations (a sick child needs to be isolated from the group, some children are sleeping). • Preschool staff always maintain clear communication letting each other know of their whereabouts if they move beyond line of site of children or each other. • Staff are positioned where children are in line of site and with each



	<p>other wherever possible. Children who require additional supervision are shadowed by educators where support can be easily provided when needed.</p> <ul style="list-style-type: none"> • A staff roster ensures a ratio of one educator for each ten children is maintained at all times during preschool operating hours, including during planned educator breaks. • Preschool staff are relieved by qualified school staff members to cover lunch breaks ensuring that ratios are maintained, and a Bachelor qualified teacher is always on duty.
<p>Child protection</p>	<ul style="list-style-type: none"> • As per department policy, as <i>mandatory reporters</i>, all staff have a duty to inform the principal when they have reasonable grounds to suspect any risk of harm to a child. • All department staff complete the online <i>Mandatory Child Protection Training</i> annually. • Preschool educators are encouraged and supported to raise and discuss any child protection concerns they have. • Each week preschool staff engage in communication meetings where child wellbeing concerns are raised to the team. Findings and further planning are recorded in the meeting and in Sentral where applicable. Where further support is required, Preschool staff raise concerns with Principal and may attend the learning and support team meeting. • Notification of a serious incident is made to Early Learning (phone 1300 083 698) when: <ul style="list-style-type: none"> ○ a staff member reasonably believes that physical or sexual abuse of a child has or is occurring at the preschool ○ an allegation or complaint is made that physical or sexual abuse of a child has or is occurring at the preschool.
<p>Working with children checks</p>	<ul style="list-style-type: none"> • All department staff hold a current <i>Working with Children Check</i> valid for paid work and verified by the department • All staff records including WWCC, child protection, and anaphylaxis are checked and updated at the beginning of each year and recorded in the staff qualifications folder kept in the preschool office. Qualification expiry dates that fall within the calendar year are recorded in the Sentral preschool calendar and staff are reminded to provide the preschool with copies of their updated qualifications. • Adult volunteers who will have direct contact with children require a WWCC clearance, provide 100 points of identity, and complete Appendix 11 declaration. • Parents and close relatives volunteering in the preschool do not require a WWCC clearance but must complete Appendix 5 declaration and provide 100 points of proof of identity. Volunteers



	<p>need to produce the required paperwork and wait for approval before working in the preschool.</p>
<p>Risk management plan</p>	<ul style="list-style-type: none"> • The risk management plan for the preschool environment is reviewed and updated annually. It identifies potential risks in both the indoor and outdoor environment, and describes steps taken to reduce or minimise these risks. • All preschool teachers and the principal are involved in annually reviewing risk management plans. Updated plans are discussed at weekly staff communication meetings and shared understanding is developed. Should a new risk arise throughout the year, preschool lead teacher will update the risk assessment, display relevant changes where required and share changes with preschool staff in weekly communication meeting.
<p>Preschool environment</p>	<ul style="list-style-type: none"> • A daily safety check of the indoors and outdoors is carried out before children arrive each day. A record is kept of what is checked, signed and dated by the person who carried out the check. • The checklists are kept in a folder in the preschool classroom on the staff benchtop closest to the storeroom and the responsibility is shared between the preschool teacher and SLISO who work on the day. Teachers communicate regularly to ensure that all lists are completed daily. • Any hazardous or broken items are rectified or removed from areas the children can access. • If required, preschool maintenance is carried out by the school's General Assistant. Required maintenance is recorded in the GA job book kept in the drawers on the staff benchtop closest to the preschool office. If a tradesperson is required, the school SAM is informed and is responsible for organising trades to complete the task. Preschool educators support wherever possible. • All potentially hazardous products and materials are stored securely and inaccessible to children. The area in which they are stored is labelled as containing <i>hazardous</i> or <i>dangerous</i> materials. • Bulk cleaning detergents and chemicals are stored in the locked cabinet located under the kitchen bench in the preschool classroom. A sign informing users to keep the cabinet locked at all times. Cleaning detergents that are stored in smaller quantities for daily use are always stored securely out of the reach of preschool children on top of the fridge. • Chilled and boiling water is available in the kitchen sink from a filtered tap, which is locked with a child safe lock. Educators are vigilant in ensuring the tap is not used when children are in close



	<p>proximity. Hot liquids are placed in a cup with a sealable lid to prevent injury. The mains hot water tap is temperature controlled at 50° as per NSW Kidsafe regulations.</p> <ul style="list-style-type: none"> • There are no toxic plants on the preschool site. Before a new plant is introduced to the site, reference is made to <u>Kidsafe: Grow me safely</u> to determine if it is safe or not. • Environmental and equipment cleaning is an ongoing process to ensure the preschool is always safe and hygienic. • End of day, week, term and year cleaning checklists are used to ensure all equipment is safe and hygienic and resources are in good working quality. The mud kitchen, cubby, rest house and outdoor semi-fixed play equipment is swept daily and checked for insects and safety requirements. The sandpit is to be covered when not in use, raked daily before use and dug over and cleaned with a warm soapy solution once a month. • Children are closely supervised when walking up and down the stairs to access the outdoor play area. Children are instructed to walk in single file making sure to hold onto the railing whilst on the stairs. Educators are positioned at the top and bottom of the stairs to provide support as required. Educators will hold the hand of children who require extra support. • In extended periods of wet weather, preschool children will be provided with opportunities for outdoor play under the main school COLA. Children will be instructed to walk on hard surfaces and appropriate activities considering risks will be set up to ensure children have an opportunity to play and explore with managed risks. Children will be adequately supervised during play and when transitioning to and from the COLA.
--	--

Record of procedure's review
Date of review and who was involved
23/3/23 – Anna Clemesha, Maree Guy, Larissa Polak.
Key changes made and reason/s why
Working within our new space led us to more efficient locations for storing chemicals.
Record of communication of significant changes to relevant stakeholders
Published on class dojo



Record of procedure's review
Date of review and who was involved
23/3/22 – Anna Clemesha, Maree Guy, Larissa Polak.
Key changes made and reason/s why
Record of communication of significant changes to relevant stakeholders

Record of procedure's review
Date of review and who was involved
11/10/22 Anna Clemesha, Maree Guy, Larissa Polak
Key changes made and reason/s why
Moving to new Preschool site location due to flooding rebuild
Record of communication of significant changes to relevant stakeholders

Copy and paste a new table to record each occasion the procedure is reviewed.

**LISMORE SOUTH PUBLIC SCHOOL
NGULLIBOO JARJUMS PRESCHOOL**

*Nominated Supervisor/Responsible Person/
Educational Leader: Larissa Polak*

