



## 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 <a href="#">84</a> Regulation <a href="#">103</a> Regulation <a href="#">105</a> Regulation <a href="#">109</a> Regulation <a href="#">115</a> National Law <a href="#">S.165</a> National Law <a href="#">S.166</a> National Law <a href="#">S.167</a>	<a href="#">Leading and Operating Department Preschool Guidelines</a>  <a href="#">Child Protection Policy: Responding to and reporting students at risk of harm</a>  <a href="#">Working with Children Check policy</a>  <a href="#">Child Protection: Allegations against employees</a>  <a href="#">Work health and safety (WHS) policy</a>  <a href="#">Student safety tools and procedures</a>  <a href="#">Working with children check: Declaration for volunteers</a>
<b>Pre-reading and reference documents</b>		
<a href="#">ACECQA Information sheet - Active supervision: Ensuring safety and promoting learning</a>  <a href="#">Kidsafe: Child Accident Prevention Foundation of Australia</a>  <a href="#">Kidsafe: Grow me safely</a>		
<b>Staff roles and responsibilities</b>		
<b>School principal</b>	<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"> <li>the preschool is compliant with legislative standards related to this procedure at all times</li> <li>all staff involved in the preschool are familiar with and implement</li> </ul>	

	<p>this procedure</p> <ul style="list-style-type: none"> <li>• all procedures are current and reviewed as part of a continuous cycle of self- assessment.</li> </ul>
<p><b>Preschool supervisor</b></p>	<p>The preschool supervisor 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 but is not limited to:</p> <ul style="list-style-type: none"> <li>• analysing complaints, incidents or issues and what the implications are for the updates to this procedure</li> <li>• reflecting on how this procedure is informed by relevant recognised authorities</li> <li>• planning and discussing ways to engage with families and communities, including how changes are communicated</li> <li>• developing strategies to induct all staff when procedures are updated to ensure practice is embedded.)</li> </ul>
<p><b>Preschool educators</b></p> <p>(This includes all staff; casuals, lunch cover, volunteers and anyone else who works in the preschool)</p>	<p>The preschool educators are responsible for working with leadership to ensure:</p> <ul style="list-style-type: none"> <li>• all staff in the preschool and daily practices comply with this procedure</li> <li>• storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers</li> <li>• being actively involved in the review of this procedure, as required, or at least annually</li> <li>• ensuring the details of this procedure’s review are documented.</li> </ul>
<p><b>Procedure</b></p>	
<p><b>Adequate supervision</b></p>	<ul style="list-style-type: none"> <li>• The preschool children are adequately supervised at all times.</li> <li>• 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) or situations (a sick child needs to be isolated from the group, some children are sleeping).</li> </ul> <p><b><u>Arrivals 9:15am – 9:40am approx.</u></b></p> <p>During arrival time there is one staff member greeting families at the front door, one staff member assisting children to unpack, and one staff member assisting children to settle in the indoor learning space.</p> <p><i>At all times, ratios are maintained. Educators are able to visually see all children from each location.</i></p>

**Throughout the day 9:40 – 2:45**

Indoor Supervisions Plan

- Educator One covers the phone, First Aid, Evacuation Kit bathroom.
- Educator Two covers door release, storeroom, block area, dramatic play, writing area, science area and craft area.
- Educator Three covers group area, rest and relaxation, play dough/cooking and kitchen area.

Outdoor Supervision Plan

- Educator One covers the First Aid, Phone, Evacuation Kit, bathroom, sandpit, chook yard and eating area.
- Educator Two covers outdoor First Aid kit, bike track, spider web climbing frame, slide and stage area.
- Educator Three covers the cubby house, quiet/relaxation space, storeroom, rock and vertical garden space and gate to COLA area.

Indoor/outdoor simultaneous plan

- Educator one covers indoor learning space.
- Educator 2 covers outdoor learning space.
- Educator 3 floats between spaces depending on head count ratio. Educator 3 will position themselves in the space that has a head count above 10. i.e. if more than 10 children are in the outdoor learning space, educator 3 will assist educator 2 with outdoor supervision.

- A staff roster ensures a ratio of one educator for each ten children is maintained at all times the preschool is open, including during planned educator breaks.

Staff are relieved for breaks at the following times:

**Amy Clark (Teacher)**

Monday, Wednesday, Thursday and Friday

Admin for continuous improvement every Tuesday in Preschool Office.

Lunch: 11:50 – 12:05

Replaced Monday - Friday by: Shoni Reilly

Recess: 1:50 – 2:20

Replaced by:

1:50 – 2:05 Monday - Friday: Karen Campbell

	<p>2:05 – 2:20 Monday - Friday: Rachael Scott</p> <p><b>Elysha Troy (Teacher)</b></p> <p>Relieving Teacher each Tuesday</p> <p>Lunch: 11:50 – 12:05</p> <p>Replaced by: Shoni Reilly</p> <p>Recess: 1:50 – 2:20</p> <p>Replaced by:</p> <p>1:50 – 2:05 by: Karen Campbell</p> <p>2:05 – 2:20 by: Rachael Scott</p> <p><b>Leanne Davis (SLSO)</b></p> <p>Monday – Friday</p> <p>Lunch 12:00 – 12:30</p> <p>Recess 1:50 – 2:00</p> <p>Replaced by Astoria Chapman</p> <p><b>Astoria Chapman (SLSO)</b></p> <p>Monday – Friday</p> <p>Lunch 11:30 – 12:00</p> <p>Recess 2:20 – 2:30</p> <p>Replaced by: Leanne Davis</p> <p><b>Gartina Walker (SLSO)</b></p> <p>Thursday – Friday</p> <p>Lunch 11:00 – 11:30</p> <p>Recess 1:40 – 1:50</p> <p>Replaced by: Leanne Davis/Astoria Chapman</p>
<p><b>Child protection</b></p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• All department staff complete the online <i>Mandatory Child Protection Training</i> annually.</li> <li>• Preschool educators are encouraged and supported to raise and discuss any child protection concerns they have. Child wellbeing is discussed during fortnightly staff reflection meetings.</li> <li>• Notification of a serious incident is made to Early Learning (phone 1300 083 698) when: <ul style="list-style-type: none"> <li>○ a staff member reasonably believes that physical or sexual abuse of a child has or is occurring at the preschool</li> <li>○ an allegation or complaint is made that physical or sexual</li> </ul> </li> </ul>

	abuse of a child has or is occurring at the preschool.
<b>Working with children checks</b>	<ul style="list-style-type: none"> <li>• All department staff hold a current <i>Working with Children Check</i> valid for paid work and verified by the department. Each staff member's WWCC, expiry date and proof of verification is stored in the Staff Qualifications Folder located in the admin space.</li> <li>• Parents and close relatives volunteering in the preschool do not require a WWCC clearance, but must complete <a href="#">a declaration</a> and provide 100 points of proof of identity.</li> </ul>
<b>Risk management plan</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• The preschool team including the teacher, SLSO, Principal and Preschool Supervisor are involved in reviewing the plan and the plan is updated by the preschool teacher and verified by the principal.</li> </ul>
<b>Preschool environment</b>	<ul style="list-style-type: none"> <li>• 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 safety check is located in the cleaning and maintenance register on the kitchen bench.</li> <li>• Any hazardous or broken items are rectified or removed from areas the children can access.</li> <li>• If required, preschool maintenance is carried out by the school's General Assistant. Required maintenance is recorded in the GA book in the main school staffroom. If the problem cannot be rectified by the GA, the business manager will arrange appropriate trades.</li> <li>• 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. Items are stored in the cleaning closet or locked cupboards within the preschool inaccessible to children. Items stored are cleaning detergents and chemicals, aerosol cans, medications, paint etc.</li> <li>• There are no toxic plants on the preschool site. Before a new plant is introduced to the site, reference is made to <a href="#">Kidsafe: Grow me safely</a> to determine if it is safe or not.</li> <li>• Environmental and equipment cleaning is an ongoing process to ensure the preschool is always safe and hygienic. A daily, weekly, and termly, cleaning schedule is in place to indicate which items or areas are cleaned when. Most of the time, warm soapy water is used. Disinfectant is used for harsh substance areas i.e. bodily fluid. The sandpit is cleaning in week 5 and 10 each term with specific</li> </ul>

	sandpit cleaner.
--	------------------

Record of procedure's review	
<b>Date of review and who was involved</b>	
31/08/23	
<b>Key changes made and reason/s why</b>	
Moved to new department template to adhere to Department expectations of what should be included in the localised procedure	
<b>Record of communication of significant changes to relevant stakeholders</b>	
Uploaded to Casino West Public School webpage and placed in Localised Procedures folder in preschool foyer	

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

