### 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](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap4/part4.2/div1/reg84)  Regulation [103](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap4/part4.3/div1/reg103)  Regulation [105](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap4/part4.3/div1/reg105)  Regulation [109](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap4/part4.3/div1/reg109)  Regulation [115](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap4/part4.3/div2/reg115)  National Law [S. 165](https://www.legislation.nsw.gov.au/acts/2010-104.pdf)  [National Law S. 166](https://www.legislation.nsw.gov.au/acts/2010-104.pdf)  [National Law S.167](https://www.legislation.nsw.gov.au/acts/2010-104.pdf) | [Leading and Operating Department Preschool Guidelines](https://schoolsequella.det.nsw.edu.au/file/a240a1ff-d3e3-4883-92b4-a3591f4e12d7/1/leading-and-operating-department-preschool-guidelines.pdf)  [Child Protection Policy: Responding to and reporting students at risk of harm](https://education.nsw.gov.au/policy-library/policies/child-protection-policy-responding-to-and-reporting-students-at-risk-of-harm?refid=285776)  [Working with Children Check policy](https://education.nsw.gov.au/policy-library/policies/working-with-children-check-policy)  [Child Protection: Allegations against employees](https://education.nsw.gov.au/policy-library/policies/child-protection-allegations-against-employees)  [Work health and safety (WHS) policy](https://education.nsw.gov.au/policy-library/policies/work-health-and-safety-whs-policy)  [Student safety tools and procedures](https://education.nsw.gov.au/inside-the-department/health-and-safety/risk-management/student-safety)  [Working with children check: Declaration for volunteers](https://policies.education.nsw.gov.au/policy-library/associated-documents/non-child-related-declaration-wwcc.pdf) |
| **Pre-reading and reference documents** | | |
| [ACECQA Information sheet - Active supervision: Ensuring safety and promoting learning](https://www.acecqa.gov.au/media/22946)  [Kidsafe: Child Accident Prevention Foundation of Australia](https://kidsafe.com.au/)  [Kidsafe: Grow me safely](https://www.kidsafensw.org/growplantssafely/#plants-to-avoid) | | |
| **Staff roles and responsibilities** | | |
| **School principal** | The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool.  The principal is responsible for ensuring:   * 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. | |
| **Preschool supervisor** | 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. | |
| **Preschool educators** | The preschool educators are responsible for working with leadership to ensure:   * all staff in the preschool and daily practices comply with this procedure * storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers * being actively involved in the review of this procedure, as required, or at least annually * ensuring the details of this procedure’s review are documented. | |
| **Procedure** | | |
| **Adequate supervision** | * 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) or situations (a sick child needs to be isolated from the group, some children are sleeping). Educators ensure supervision is maintained, large vision mirrors are used for blind spots and staff communicate when moving between spaces. * 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. Preschool Educators are relieved by early childhood trained teachers and where possible, or primary trained teachers if this is not an option. | |
| **Child protection** | * As per department policy, as *mandatory reporters*, 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 *Mandatory Child Protection Training* annually. * Preschool educators are encouraged and supported to raise and discuss any child protection concerns they have. During our weekly team meeting wellbeing concerns are communicated and documented. Sentral entries are added to children’s file as needed to ensure effective documentation. * Notification of a serious incident is made to Early Learning (phone 1300 083 698) when:   + 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. | |
| **Working with children checks** | * All department staff hold a current *Working with Children Check* valid for paid work and verified by the department. Each staff member’s WWCC number, expiry date and proof of verification is stored in the staff Qualifications folder. * Parents and close relatives volunteering in the preschool do not require a WWCC clearance, but must complete [a declaration](https://policies.education.nsw.gov.au/policy-library/associated-documents/non-child-related-declaration-wwcc.pdf) and provide 100 points of proof of identity. | |
| **Risk management plan** | * 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. Educators update this yearly with the input of families invited. Where new risks are identified the preschool teachers add these risks to the risk management plan. | |
| **Preschool environment** | * 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. This record is kept in the kitchen and is completed by the rostered teacher each day. * 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. Maintenance is recorded in the maintenance log which is checked by the GA each Friday. When a trades person is required, this is organised by Julie Shephard (SAM) in the school office. * All potentially hazardous products and materials are stored securely and inaccessible to children. The area in which they are stored is labelled as containing *hazardous* or *dangerous* materials. These items are stored in a high locked cupboard in the kitchen and in the locked laundry room. Medications are stored in a lock box in the medicine cupboard. * There are no toxic plants on the preschool site. Before a new plant is introduced to the site, reference is made to [Kidsafe: Grow me safely](https://www.kidsafensw.org/growplantssafely/#plants-to-avoid) 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. Resources are disinfected twice a day, and products used are carefully considered to reduce triggering risks to the children’s health such as asthma, allergies and poisoning. * The Sandpit is covered daily to prevent contamination. The sandpit is topped up annually or as necessary (when less than 100mm from the top edge). The sandpit is cleaned periodically by either:   + - Watering with either mild detergent, diluted household disinfectant or 1:10 solution of bleach;     - Raking through with salt; or     - Digging the sand over monthly to reduce moisture and stop the sand from turning sour. * Our GA attends to the preschool each morning, using a pressure cleaner and disinfectant to remove excrement from the concrete from our local bat population. | |

| Record of procedure’s review |
| --- |
| **Date of review and who was involved** |
| Emily Roalfe 4/11/2021 |
| **Key changes made and reason/s why** |
| Update from old template to new template. Minor changes as needed. |
| **Record of communication of significant changes to relevant stakeholders** |
| Communicated with core staff 4/11/2021 with printed policy to review in detail. |

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

| Record of procedure’s review |
| --- |
| **Date of review and who was involved** |
| 25/3/22 Emily Roalfe, Preschool team |
| **Key changes made and reason/s why** |
| Minor grammatical updates |
| **Record of communication of significant changes to relevant stakeholders** |
| Communicated with core staff 25/3/2022 with printed policy to review in detail. |