



## 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
<p>2.2</p> <p>3.1</p> <p>3.2</p>	<p>Regulation <a href="#">84</a></p> <p>Regulation <a href="#">103</a></p> <p>Regulation <a href="#">105</a></p> <p>Regulation <a href="#">109</a></p> <p>Regulation <a href="#">115</a></p> <p>National Law <a href="#">S. 165</a></p> <p>National Law <a href="#">S. 166</a></p> <p>National Law <a href="#">S. 167</a></p>	<p><a href="#">Leading and Operating Department Preschool Guidelines</a></p> <p><a href="#">Child Protection Policy: Responding to and reporting students at risk of harm</a></p> <p><a href="#">Working with Children Check policy</a></p> <p><a href="#">Child Protection: Allegations against employees</a></p> <p><a href="#">Work health and safety (WHS) policy</a></p> <p><a href="#">Student safety tools and procedures</a></p> <p><a href="#">Working with children check: Declaration for volunteers</a></p>
<p><b>Pre-reading and reference documents</b></p>		
<p><a href="#">ACECQA Information sheet - Active supervision: Ensuring safety and promoting learning</a></p> <p><a href="#">Kidsafe: Child Accident Prevention Foundation of Australia</a></p> <p><a href="#">Kidsafe: Grow me safely</a></p>		
<p><b>Staff roles and responsibilities</b></p>		
<p><b>School principal</b></p>	<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 this procedure</li> <li>all procedures are current and reviewed as part of a continuous cycle of self-assessment.</li> </ul>	

<p><b>Preschool educators</b> (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>Sefton Infants and Preschool is committed to ensuring a safe and healthy working and learning environment for children at all times. All parents need to be assured that their children are cared for in a safe environment where staff take the necessary precautions to reduce the risk of accidents.</p>	
<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>• Our school's overall supervision plan takes into account the specific supervision and care arrangements required for our preschool. 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> <li>• The ratio for children to educators is 1:10. At all times an educator and SLSO are present in the Preschool classrooms and outdoor environments. Our breaks and duty roster do not impede on the ratio, as staff have ensured at all times, supervision meets the needs for all children. Staff communicate effectively with each other and move around the room and playground when needed.</li> <li>• All staff take a common-sense approach to ensure children are adequately supervised if the Preschool toilets are not visible or easily accessible from the Preschool room.</li> <li>• Through supervision, all staff are creating engaging interactions with children, learning and growing with them.</li> <li>• All Preschool staff are aware of potential hazards in the indoor and outdoor environment, are aware of common illnesses and individual health care places, and aim to always reduce the risk of harm and possible accidents wherever possible.</li> <li>• In the scenario where a casual teacher is used in the Preschool, a casual folder will be given to them on arrival. This folder is divided up into Monday – Wednesday AM and Wednesday PM - Friday. The employed Preschool teacher will have this prepared for the following day. The casual folders detail supervision areas and a walk through of the day. This ensures the casual teacher is well equipped to understanding the Preschool room and maintaining supervision and safety at all times.</li> </ul>
<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></li> </ul>

	<p>annually.</p> <ul style="list-style-type: none"> <li>• Preschool educators are encouraged and supported to raise and discuss any child protection concerns they have. This may include discussions at TPL meetings as well as individual preschool 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 abuse of a child has or is occurring at the preschool.</li> </ul> </li> </ul>
<p><b>Working with children checks</b></p>	<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 number, expiry date and proof of verification is stored in the staff folder found in the preschool office. The schedule of staff who do or are likely to work in the preschool, is checked monthly by the school office staff and any pending expiry date is notified to that particular staff member in person and/or by email.</li> </ul>
<p><b>Risk management plan</b></p>	<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 principal and early childhood teacher review the plan and make amendments as the need arises. All preschool staff have access to the plans which are stored in a folder in the preschool office.</li> </ul>
<p><b>Preschool environment</b></p>	<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 record is kept on the lectern near the preschool entrance.</li> <li>• All staff are responsible for completing the daily safety check, and sign it once it is completed.</li> <li>• Any hazardous or broken items are rectified or removed from areas the children can access.</li> <li>• The School employs a General Assistant (<b>GA</b>) who assists with maintaining the Preschool in both the indoor and outdoor environment. At any time, we can contact our GA to discuss an issue. We report any findings of broken equipment or safety issues on the GA's notification book. From here, the GA has a record of everything the School and Preschool records as an issue. All fixed and non-fixed equipment will be maintained in a safe condition. Principals are responsible for ensuring that urgent repairs in the preschool are undertaken. Departmental provision for cyclic maintenance programs in school include the preschool.</li> <li>• Any maintenance jobs the GA is unable to complete, are notified to the school manager who logs the incident with FMWeb (currently First Facilities) who arrange for a contractor to come out and perform the necessary work.</li> <li>• The centre will have appropriately placed smoke detectors, a fire blanket kept adjacent to the cooking facilities, appropriately placed fire extinguishers throughout the building.</li> <li>• Fire protection equipment will be regularly tested and kept in proper working condition. Fire extinguishers are to be maintained annually by the approved</li> </ul>

service persons.

- Principals are responsible for ensuring that the regulations laid down by the Board of Fire Commissioners are adhered to all times.
- All electrical equipment will be well maintained. Electrical cords will be secured safely away from the children and power points fitted with protectors to ensure children's safety.
- All dangerous cleaning materials, disinfectants, poisonous and other dangerous substances will be locked away from children's reach. They must be labelled with a description of contents and direction for their use.
- The following items will be kept in secure storage facilities that are inaccessible to children:
  - Dangerous cleaning materials
  - Disinfectants,
  - Poisonous and other dangerous substances,
  - Dangerous tools and equipment,
  - Toiletries,
  - Medications,
  - First aid equipment,
  - Sharp or jagged objects that pose a hazard to children.
- 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](#) to determine if it is safe or not.
- As part of our centre's educational program the inclusion of animals can provide valuable learning experiences for children. However, care is needed to minimise risk of infection to children from animals.
- Good hygiene practices in relation to the management of animals in the centre are essentials as both minor and serious diseases can be passed on to humans by animals.
- All children and adults will wash their hands thoroughly after handling animals, especially before touching food. Animals' food and water container are to be kept separate from any areas used to prepare food for children. At all times, animals will be kept off tables where food is prepared and served.
- Animals will be well cared for and kept healthy. Animal's enclosures and cages will be kept clean at all times.
- If an animal is unwell, the advice of a vet should be sought. Children will not handle animals that are unwell.
- Children must be supervised by staff at all times of contact with animals.
- Children must not have access to any plants or vegetation that are poisonous or may lead to injury or severe discomfort. If vegetation at the centre poses any risk to children, it must be removed as soon as practicable and in a safe manner. Refer to: NSW agriculture Poisonous Plants in the Garden (Agfact, Third Edition 2000).
- Environmental and equipment cleaning is an ongoing process to ensure the preschool is always safe and hygienic.
- Toys will be cleaned once they have been used and the play activity finished.
- This may be a matter of days or weeks. Toys that have been mouthed should be placed aside for daily cleaning and if there is suspicion of dirtied or contaminated toys they should be removed and only returned once cleaned.
- Fruit mat is clean daily.
- Fruit scraps bin/compose bins are clean daily.
- Rubbish bins are clean daily.
- Sandpit is cleaned once a term.

	<ul style="list-style-type: none"> <li>• Tablets and chairs inside and outside, the floors, bathroom and kitchen areas are cleaned daily by preschool and cleaning staff.</li> <li>• Staff will ensure that all dangerous cleaning materials, disinfectants, poisonous and other dangerous substances and medications are kept in a container that is labelled with a description of the contents and directions for their use and it is locked away in a cupboard with a child safety lock.</li> <li>• Daily safety checks will be done to the inside and outside areas to remove any potential hazards. Equipment will be checked for safety. Outdoor play areas will have a childproof fence at least 1500mm on all sides. Gates leading to and from outdoor play areas will be of the same height and equipped with a childproof self-locking mechanism.</li> <li>• The surfacing used underneath or around play equipment on the premises must comply with the requirements of the Australian and New Zealand standard AS/NZS 4422:1966.</li> <li>• A telephone will be located in the preschool office with a direct line accessible to the staff at all times for emergency and parent contact use.</li> <li>• Air conditioner units and fans will not be accessible to children.</li> <li>• All power points will be fitted with protectors.</li> <li>• Fire extinguishers will be maintained regularly in line with the school cyclic maintenance.</li> <li>• The centre will have an adequately stocked first aid kit.</li> </ul>
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<b>Record of procedure's review</b>
<b>Date of review and who was involved</b>
16 March 2022 – Sharna Labbe, Deana Talevska, and Alex Arancibia
<b>Key changes made and reason/s why</b>
Not Applicable
<b>Record of communication of significant changes to relevant stakeholders</b>
Staff and families sent a link via Class Dojo to the current reviewed local procedure on the Sefton Infants website 8 April 2022
<b>Due date of review</b>
End Term 1 2023 – 6 April 2023