



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		
ACECQA 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. 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 	
Preschool supervisor	<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:</p> <ul style="list-style-type: none"> Analysing complaints, incidents or issues and what the implications are for the updates to this procedure. Reflecting on how this procedure is informed by relevant recognised authorities. 	

	<ul style="list-style-type: none"> Ensuring changes are communicated with families and communities via our Preschool Facebook page, copies available to families when requested and procedures for review displayed on notice board at the Preschool entrance. Leading discussion with immediate staff around updates in procedures. Each month all updated procedures are situated in the Preschool and school staff rooms and are accessible to all staff for reading to ensure practice is embedded.
Preschool educators	<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 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	<ul style="list-style-type: none"> The preschool children are adequately supervised at all times. Staff actively supervise children in allocated areas on a rotation according to the learning experiences scheduled for the day or spontaneous experiences that arise throughout the day. Staff discuss areas and activities which require closer supervision, as well as arrangements for specific times of the day (arrivals, departures, packing away times), or situations (a sick child needs to be isolated from the group, some children are sleeping). 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 do not leave the children until the relieving staff member arrives for verbal handover.
Child protection	<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 in staff meetings as concerns arise and in Staff Development Days. Notification of a serious incident is made to Early Learning within 24 hours (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.
Working with children checks	<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. Information is stored in a Staff Qualification file at preschool and also with the School Administration Officer. Parents and close relatives volunteering in the preschool do not require a WWCC clearance, but must complete a declaration and provide 100 points of proof of identity.

Risk management plan	<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. Risk Management Plans are reviewed annually at staff meetings and updated by the preschool supervisor or teachers or as the need arises, for example capital works or repairs that are taking place.
Preschool environment	<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, and is kept on the whiteboard in the preschool office. When completed they are filed in the filing cabinet onsite in the office. 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 or the preschools GA who is onsite every Friday. This is recorded in Sentral at meetings by the preschool supervisor and on our whiteboard in the preschool office. All potentially hazardous products and materials are stored securely in the laundry and inaccessible to children. The laundry is labelled as containing <i>hazardous</i> or <i>dangerous</i> materials. 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. Environmental and equipment cleaning is an ongoing process to ensure the preschool is always safe and hygienic. The checklist is kept on the laundry door and filed as completed in the filing cabinet in the preschool office.

Record of procedure's review
Date of review and who was involved
23/06/2022 Aimee Vincent, Cath Banister, Jordan McPhail, Beth Cameron, Andrea Lundy, Natalie O'Donnell, Julie Greedy
Key changes made and reason/s why
More specific information in each area was added to all parts of the procedure in line with recommendations from the Early Learning Directorate.
Record of communication of significant changes to relevant stakeholders
A copy is displayed at the entrance of Preschool, on our school website and copies available for preschool families to take home if requested. Posted on the Preschool Facebook page. All relevant educators to review at regular staff meeting.

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