

# Oak Flats Public School 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 Children's health and safety 2.2 Safety</p> <p>3 Physical Environment 3.1 Design 3.2 Use</p>	<p>Regulation <a href="#">84</a> Awareness of child protection law</p> <p>Regulation <a href="#">103</a> Premises, furniture and equipment to be safe, clean and in good repair</p> <p>Regulation <a href="#">105</a> Furniture, materials and equipment</p> <p>Regulation <a href="#">109</a> Toilet and hygiene facilities</p> <p>Regulation <a href="#">115</a> Premises designed to facilitate supervision</p> <p>Regulation <a href="#">168</a> Education and care service must have policies and procedures</p> <p>National Law <a href="#">S.165</a> Offence to inadequately supervise children</p> <p>National Law <a href="#">S.166</a> Offence to use inappropriate discipline</p> <p>National Law <a href="#">S.167</a> Offence relating to protection of children from harm and hazards</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>

## Pre-reading and reference documents

[ACECQA Information sheet - Active supervision: Ensuring safety and promoting learning](#)

[Kidsafe New South Wales](#)

[Kidsafe: Child Accident Prevention Foundation of Australia](#)

[Kidsafe: Grow me safely](#)

[Raising Children Network](#)

## Related preschool procedures

- Dealing with infectious diseases
- Emergency and evacuations
- Governance and management of the service
- Incident, injury, trauma and illness
- Interactions with children
- Staffing

## Introduction

The environment of a service can contribute to children's wellbeing, happiness, creativity and developing independence. It can contribute to and express the quality of children's learning and experiences. The choices made in our preschool about resources, materials, spaces, layout, air and light quality and access to a range of experiences in the indoor and outdoor, have a direct impact on the quality of learning opportunities available to children. The physical environment, both in and outdoors supports children's learning, safety, levels of engagement and access to positive experiences and inclusive relationships.

## 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.

This includes:

- 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
- planning and discussing ways to engage with families and communities, including how changes are communicated
- developing strategies to induct all staff when procedures are updated to ensure practice is embedded.

**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. This includes all staff; casuals, lunch cover, volunteers and anyone else who works in the preschool
- 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**

## **Hours of operation**

- The hours of operation for the preschool match those of the school.
- We are licensed from 9:00 am until 3:00 pm and operate according to the NSW Department of Education school terms.
- The preschool has a minimum of 5 pupil free days per year as determined by the NSW Department of Education.
- Any child left at the preschool after 3:15 pm is sent to wait in the school office and their parents/carers or emergency contacts are notified.
- On the last day of each term the principal may choose to close the preschool for a full day to allow for the cleaning of equipment and furniture, and the securing of buildings and resources for the vacation period. However, appropriate provision needs to be made for any child whose family is unable to make alternative arrangements for the closure.
- Approval must be sought from the Director, Public Schools NSW if the preschool is to be closed at any other time.
- The preschool's part-time program offers two and a half days to two separate groups of children each week. These are Monday, Tuesday and Wednesday morning or Wednesday afternoon, Thursday and Friday.
- Decisions about enrolment patterns are made in consultation with the school community, including other community-based early childhood providers.
- In exceptional circumstances preschools may offer flexible enrolment patterns to cater for the needs of individual children for example, a child who is at risk. This could include five days per week.

## **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).
- 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 to child ratios alone do not determine what is considered adequate supervision.
- The educators' lunch breaks and RFF are covered by teachers and SLSOs from the school and included in staff rosters.
- Supervision in the preschool is part of the whole school supervision plan. The plan acknowledges that preschool children need closer supervision than school-aged children due to their age and the nature of their activities.
- Preschool educators are aware of potential hazards to ensure the risk of illness, accidents and harm is reduced wherever possible.
- When educators supervise children they do not perform other duties which would affect the quality of their supervision and their interactions with children.
- Staff take a common sense approach to ensure children are adequately supervised if the preschool's toilets are not visible or easily accessible from the preschool room. During outside play, the children are to access the outside toilet whenever possible. When a child needs the indoor toilet an educator can observe this area from the rear sliding door.
- Preschool educators engage in active supervision and are always scanning and walking around the area where the children are. Educators are aware that active supervision involves playing and interacting with children while scanning the learning environment.
- A large mirror is used to see around corners where visibility is reduced.
- Staff supervise children at all times when in contact with animals and good hygiene practices are followed.

<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. within the preschool team preschool supervisor and principal.</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> <li>● Teachers must follow the Department’s child protection procedures if there are concerns about risk of harm to a child. They should also support children to develop self-care skills that enable them to protect themselves and others from harm.</li> <li>● All suspicions of any risk of harm to a child must be reported to the school principal as the nominated supervisor of the preschool. They will then use the mandatory reporter guide professional judgement and/or seek advice to assist in decision making about the incident.</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 which is located in the preschool office.</li> <li>● Parents and close relatives volunteering in the preschool do not require a WWCC clearance, but must complete a <u>declaration</u> and provide 100 points of proof of identity.</li> </ul>

**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.
- The risk management plans are located in the preschool office and on the school's website for easy access.
- The educators are both involved in reviewing the plan and once completed, the principal checks it.
- If a new risk becomes apparent after the review, the teacher either adds the details to the current plan or creates a new risk management plan in relation to the new risk
- Any changes to the environment such as maintenance or construction or any hazards that are potentially dangerous require a risk management plan to be written.
- Educators determine the risk factors involved in having animals in the preschool and develop a risk assessment plan before any animals enter the service.



## 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 teacher who is responsible for carrying out the check. The environmental safety check book is located on top of the children's lockers.
- 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 written in the GA's book near the sign-on book in the staffroom. If a trades' person is required, the GA arranges it through the school office.
- All buildings and equipment must be safe and in good repair.
- Playground equipment must be safe and in good repair. It should not pose any fall, pinch, crush or trap hazard to the children.
- The recommended depth of soft fall under fixed equipment is 300 mm. Mobile play equipment over 500 mm also needs to be set up on soft fall to a depth of 300mm.
- 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.
- All dangerous cleaning materials, disinfectants, poisonous and other dangerous substances and medications are kept in a child-resistant container.
- They must be labelled with a description of contents and directions for their use.
- Potentially hazardous products are kept in either the laundry, a locked cupboard in the kitchen. Medication that requires refrigeration is stored in a child-resistant container in the kitchen fridge.
- The following items will be kept in secure storage facilities that are inaccessible to children:
  - all cleaning materials, including detergents and disinfectants
  - poisonous and other dangerous substances
  - dangerous tools and equipment
  - toiletries

- medications
- first aid equipment.

- 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.
- Our gardens reflect the local natural habitat and encourage native wildlife into the education and care environment. Plants are selected to minimise risks to children.
- Any plants or vegetation that pose any risk of injury, severe discomfort or poisoning will be identified and maintained, or removed to ensure that they are no longer a hazard to children in the preschool. The GA will remove the toxic plants and dispose of them appropriately.
- Children wear gloves when gardening in order to minimise the risk of injury or illness.
- Environmental and equipment cleaning is an ongoing process to ensure the preschool is always safe and hygienic.
- The children are involved in daily safety checks. This is known as a 'safety walk' and is used to discuss safety within the preschool environment.
- Our preschool educators ensure that furnishings and play equipment are checked regularly and kept in a safe, clean and hygienic condition. A cleaning schedule ensures the regular cleaning (daily, weekly, monthly) of:
  - tables and chairs
  - floors
  - indoor equipment
  - indoor toys
  - puzzles
  - books
  - sand equipment
  - outdoor toys and equipment
  - fridges
- All toys and resources are cleaned before they are packed away in the store rooms.
- Toys and resources that have been in contact with bodily fluids are immediately removed from the floor and washed.

- Spare hats are washed at the end of the day after use.
- Educators document cleaning in the cleaning register during each. This will allow for educators to disinfect equipment, furniture and beds, and secure buildings, resources and equipment ready for the new term.
- Educators consider the type of products used for cleaning desks, toys and equipment in the preschool. Many chemical cleaning products (including disinfectants) may be a potential risk to health, possibly triggering conditions such as asthma, allergies and poisoning. Detergent and water is used for all general environmental cleaning. The use of disinfectant is only necessary if a surface is contaminated with potentially infectious material. However, the surface is cleaned with detergent and water before using disinfectant.
- The sandpit is securely covered when not in use to prevent contamination, such as animal excreta, broken glass and other objects. It is checked daily.
- The sandpit is raked weekly. If needed any soiled sand is removed and disposed of. Any debris is removed during raking.
- The sand is renewed annually or as necessary. It is kept topped up to the maximum level (within 100 mm of the top edge of the sandpit edging).
- The mud kitchen equipment is brushed off and emptied daily.
- The mud kitchen is checked daily for spiders and broken equipment.
- Fencing and barriers which enclose outdoor areas used by children in the education and care service are maintained to ensure they are of a height and design that prevents children of preschool age from going through, over or under the structure. Considerations about minimising access to the preschool by unauthorised people and animals will also inform the height and design of fencing and barriers.
- Sufficient furniture, materials and developmentally appropriate equipment are provided and maintained in the centre in order to support all children to engage and access the program and develop their developing skills and independence.
- Adequate space requirements are maintained in both the indoor and outdoor environments.

- Toilet, washing and drying facilities are developmentally and age appropriate and are located and designed in a way that supports safe use and convenient access by children.
- Our preschool is well ventilated, air conditioned and has adequate natural light.
- Indoor temperatures are maintained at levels that support children's safety and wellbeing.
- The outdoor environment has adequate shaded areas to protect children from ultraviolet radiation from the sun. Children do not play outside during the hottest parts of the day and the UV index is checked daily.
- All electrical equipment is well maintained. Electrical cords are secured safely away from children's reach and power points are fitted with protectors, to ensure children's safety.
- When not in use equipment is stored in a safe place that is inaccessible to children.
- Fire extinguishers are placed appropriately throughout the building, as in the rest of the school, and a fire blanket is kept adjacent to any cooking facilities.
- Fire extinguishers are checked according to the DoE maintenance schedule.
- All children and adults wash their hands thoroughly after handling animals, especially before touching food.
- Animals' food and water containers are kept separate from any areas used for food preparation for children.
- Animals are kept off tables where food is prepared and served.
- Animal enclosures and cages are regularly cleaned.
- If an animal is unwell, the advice of a vet must be sought
- Children do not handle animals that are unwell.

Record of procedure's review	
<b>Date of review and who was involved</b>	
Sarah Beesley and Kellie Urszulak 27/10/22	
19/06/2023 Alice Wigny, Elisa Higgs, Amanda Falcon, Natalie Shephard & Jodi Niedermayer	
<b>Key changes made and reason/s why</b>	
Align with new department template Annual review	
Checked links are current. Clarified storage of medication requiring refrigeration. Confirmed current practice with Kidsafe factsheets on sandpit cleaning and access to digging in the dirt.	
<b>Record of communication of significant changes to relevant stakeholders</b>	
Sent to Principal for review 27/10/22 Posted on Kinderloop for parent and community input 08/11/2022	
Sent to Principal for review 4/07/23 Posted on Kinderloop for parent and community input 7/07/23	

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