



Oak Flats Public School Preschool

Providing a child safe environment preschool procedure 2024

National Quality Standard Education and Care Services National Law and National Regulations	Associated department policy, procedure or guideline	Reference document(s) and/or advice from a recognised authority
<p>NQS: 2.2, 3.1</p> <p>Law Section: 162A, 165, 166, 167</p> <p>Regulations: 84, 103, 105, 109, 115</p>	<p>Leading and operating department preschool guidelines</p> <p>Child Protection policy – Responding to and reporting students at risk of harm</p> <p>Child Protection – Allegations against employees</p> <p>Working with Children Check policy</p> <p>Department web page – Child Protection</p>	<p>ACECQA information sheets:</p> <ul style="list-style-type: none"> • Active supervision – Ensuring safety and promoting learning [PDF 910 KB] • Minimising the risk of children being mistakenly locked in or out of service premises [PDF 478 KB] <p>Kidsafe NSW</p> <p>Implementing the Child Safe Standards – A guide for early childhood education and outside school hours care services [PDF 3.7 MB]</p> <p>Keeping our kids safe – Cultural safety and the national principles for child safe organisations [PDF 13.1 MB]</p> <p>ACECQA information sheet – Embedding the national child safe principles</p> <p>ACECQA’s policy and</p>



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National Quality Standard Education and Care Services National Law and National Regulations	Associated department policy, procedure or guideline	Reference document(s) and/or advice from a recognised authority
		procedures guidelines – Providing a child safe environment [PDF 217 KB] Department of Communities and Justice – signs of abuse

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Responsibilities





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School principal	<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">• 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.• These tasks may be delegated to other members of the preschool team, but the responsibility sits with the principal.
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 could include:</p> <ul style="list-style-type: none">• analysing complaints, incidents or issues and the implications for updates to this procedure• reflecting on how this procedure is informed by stakeholder feedback and relevant expert 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.



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Preschool teacher(s) and educator(s)	<p>Preschool teachers and educators are responsible for working with the preschool leadership team to ensure:</p> <ul style="list-style-type: none">• all staff in the preschool and daily practices comply with this procedure,• this procedure is stored in a way that it is accessible to all staff, families, visitors and volunteers,• they are actively involved in the review of this procedure, as required, or at least annually,• details of this procedure's review are documented.
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Procedure



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Supervision plan	<ul style="list-style-type: none">• The preschool children are adequately supervised at all times.• A supervision plan is in place to support active supervision. Please refer to appendix 1 for the direct supervision plans for the indoor and outdoor environment.• 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.• Regular teachers and SLSO's relieve the educators for all breaks, including relief time for programming and administration.• To implement the Child Safe Standards:<ul style="list-style-type: none">— any visitors or volunteers are appropriately supervised to safeguard children's safety,— where possible, each staff member remains in the line of sight of other staff members when working with children.
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Child protection	<p>Training</p> <ul style="list-style-type: none">• All teaching, non-teaching, ongoing and casual staff complete the department's child protection induction training on commencing with the department, and then mandatory updates annually.• Preschool educators are encouraged and supported to raise and discuss any child protection concerns they have with their supervisor or principal.• Mandatory reporting is discussed at team meetings as child wellbeing is a standing item on team meeting agendas. <p>Mandatory reporters</p> <ul style="list-style-type: none">• As a mandatory reporter, each staff member, volunteer or education student will inform the principal if they have reasonable grounds to suspect any risk of harm to a child or young person.• The principal will then apply the department's child protection policy – Child Protection: Responding to and reporting students at risk of harm• As described in this policy, the principal will use appropriate tools such as the online Mandatory Reporter Guide, professional judgement or specialist advice to determine if concerns about the safety, welfare or wellbeing of the child constitutes risk of significant harm. If they do, the principal will report to the NSW Department of Communities and Justice (DCJ).• The principal will let the person who made the report know the action taken. If a staff member believes that the principal has not reported risk of significant harm concerns to the DCJ, they must report directly to DCJ themselves. <p>Reportable conduct</p> <ul style="list-style-type: none">• All staff, volunteers and education students who become aware of an allegation of a child protection nature about themselves or another employee must inform the principal.• On receiving a report of reportable conduct, the principal will apply the
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department policy – [Child Protection: Allegations Against Employees.](#)

- If an allegation involves the principal, the staff member must inform another supervisor or suitable person, such as the Director Educational Leadership (DEL) within that network.
- Principals must immediately report allegations against a staff member or volunteer of a child protection nature to Professional and Ethical Standards (PES) using the [PES Reporting guide](#).
- PES ensure the department's statutory responsibilities are met, including notifying the Office of Children's Guardian of reportable conduct under the *Children's Guardian Act 2019*.
- Principals must report to NSW Police and/or Child Protection Helpline if the child is at risk of significant harm.

Notification to the Regulatory Authority

- Notification must be to Early Learning (email earlylearning@det.nsw.edu.au or 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.

Record keeping

- Records relating to child sexual abuse that has or is alleged to have occurred within the preschool will be kept for at least 45 years from the date the record was created.



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<p>Working with children checks</p>	<ul style="list-style-type: none">• All department staff hold a current <i>Working with Children Check</i> clearance 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.• Parents and close relatives volunteering in the preschool do not require a WWCC clearance, but must complete a WWCC Declaration for Child Related Workers, with sections 1, 3 and 4 completed and provide 100 points of proof of identity.• Volunteers over the age of 18 who are not parents or close relatives of a child attending the school at which they are volunteering are considered Specified volunteers and require a WWCC clearance to participate in the preschool program.
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<p>Child safe culture The safe use of online environments</p>	<p>To implement the Child Safe Standards a child safe culture has been established and is maintained, with children's health, safety and wellbeing prioritised.</p> <ul style="list-style-type: none">• The preschool has made a public commitment to child safety in our family information booklet.• Self-assessment and quality improvement processes examine and evaluate the implementation of the child safe standards.• Risk assessment plans are conducted and implemented to prevent and respond to possible risks to child safety.• Locally developed procedures describe processes that maintain child safety. The review of these procedures considers them from a child safety perspective.• Opportunities are provided for parents to share their feedback and have input into preschool decisions, particularly the review of local procedures and the philosophy.• Parents are informed of the actions the preschool takes to ensure child safety.• Parents are provided with information about child safety, including how they can report a child protection concern through discussions, information shared on Kinderloop and in our Parent Handbook.• All staff are responsive to children, listening to what they say, believing them and acting on any concerns they have.• Staff provide opportunities for children to share their opinions and contribute to decisions that affect them, enabling them to then be able to confidently 'speak up' to raise a concern, if needed.• All staff are supported to fulfil their legal obligation as a mandatory reporter through annual training and opportunities to discuss concerns at team meetings.
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	<ul style="list-style-type: none">• Complaints are handled in a child-focused manner as outlined in the department's Complaint Handling policy.• The preschool's supervision plan describes how higher risk times of the day and activities are more closely supervised.• Children's use of online devices is supervised closely. All devices have child-safe filters installed.
Risk management plan for the preschool environment	<ul style="list-style-type: none">• A risk assessment 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.• All educators that work in the preschool, including the Principal and Assistant Principal have access to the printed risk assessments as well as copies saved on the Google Drive. When risk assessments are being reviewed all team members are given the opportunity to provide input on the assessment. If a new risk becomes apparent at anytime during the year the risk assessment is updated by the teacher along with any team input.



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Clean, hygienic and safe 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 document holder next to the staff sign on area. The task of checking the environment is designated to the teacher working on the day. All educators are responsible for checking the environment during the 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.
- 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.
- 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.



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- All dangerous cleaning materials, disinfectants, poisonous and other dangerous substances and medications are kept in a child-resistant container or are locked away from children's access.
- They must be labelled with a description of contents and directions for their use.
- Potentially hazardous products are kept in either the laundry or a locked cupboard in the kitchen. 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.
- Children's medications and general use epipens and ventolin are stored in the medication cupboard and red backpack. Medication that requires refrigeration is stored in a child-resistant container in the kitchen fridge.
- A sharps container is located inside the indoor first aid kit for disposal of any sharps.
- 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.



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- 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



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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 regularly.
- 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



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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 preschool 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.



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- 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.



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Supervision	<ul style="list-style-type: none">● Supervision plans are displayed and discussed with all educators. These plans detail how team members supervise and interact with the children while inside and outside.● Changes are made to supervision practices for meals and resting/sleeping children. These changes are documented on the supervision plans.● When children are sleeping or resting the book corner is used to support the child's need for quiet time. The SSLO monitoring a sleeping or resting child by stooping and checking the child's temperature, movement, clothing and breathing.● Meals occur at regular times during the day. Educators sit with the children for meals. When eating outside we sit together as a group on the meal mats,● The mats are stored under the outdoor table and spread out on the verandah each day,● On occasion we move the mats onto the grass in a shaded area (for example when picnicking with families),● Staff sit, engage with and watch the children to monitor for any safety concerns, including the presence of a known anaphylaxis trigger food,● The children are encouraged to talk, to open their own containers and to drink water.● There are known blind spots outside that educators are made aware of through the discussion of displayed supervision plans. Educators use the practices of scanning, playing and interacting and roaming to ensure that all children are in sight and sound of staff at all times. If an educator needs to briefly leave the play area, for example to go into the shed for a resource, the educator calls out to the other team member to let them know if this change to their supervision area.
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Record of procedure's review



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Date of review	21/02/2024
Who was involved	Elisa Higgs, Amanda Falcon Alice Wigny, & Jodi Niedermayer
Key changes made and reason why	Changes made to include updates to regulations and suggestions from Early Learning.
Record of communication of significant changes to relevant stakeholders	<p>Principal: Draft shared via email and Google docs on 8/10/23. Final draft shared via email on 6/3/24</p> <p>Staff: Shared via email on 21/2/24</p> <p>Parents: Kinderloop 8/3/24</p> <p>Please note, parents must be notified at least 14 days prior to a change that may have a significant impact on their service's provision of education and care or a family's ability to use the service.</p>



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Record of procedure's review

Date of review and who was involved

Sarah Beesley and Kellie Urszulak 27/10/22

19/06/2023

Alice Wigny, Elisa Higgs, Amanda Falcon, Natalie Shephard & Jodi Niedermayer

Key changes made and reason/s why

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.

Record of communication of significant changes to relevant stakeholders

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

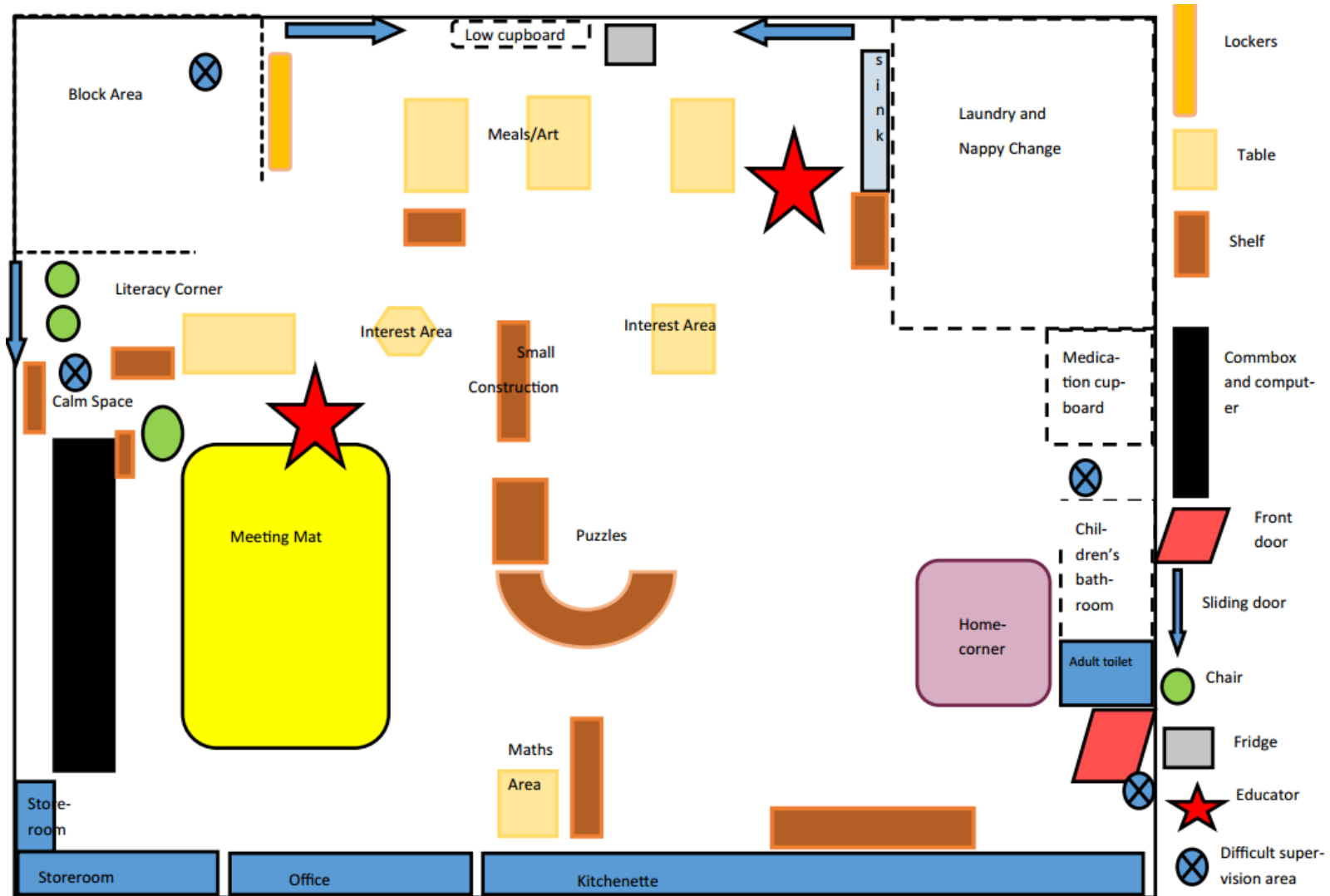
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Appendix 1 - Supervision Plan



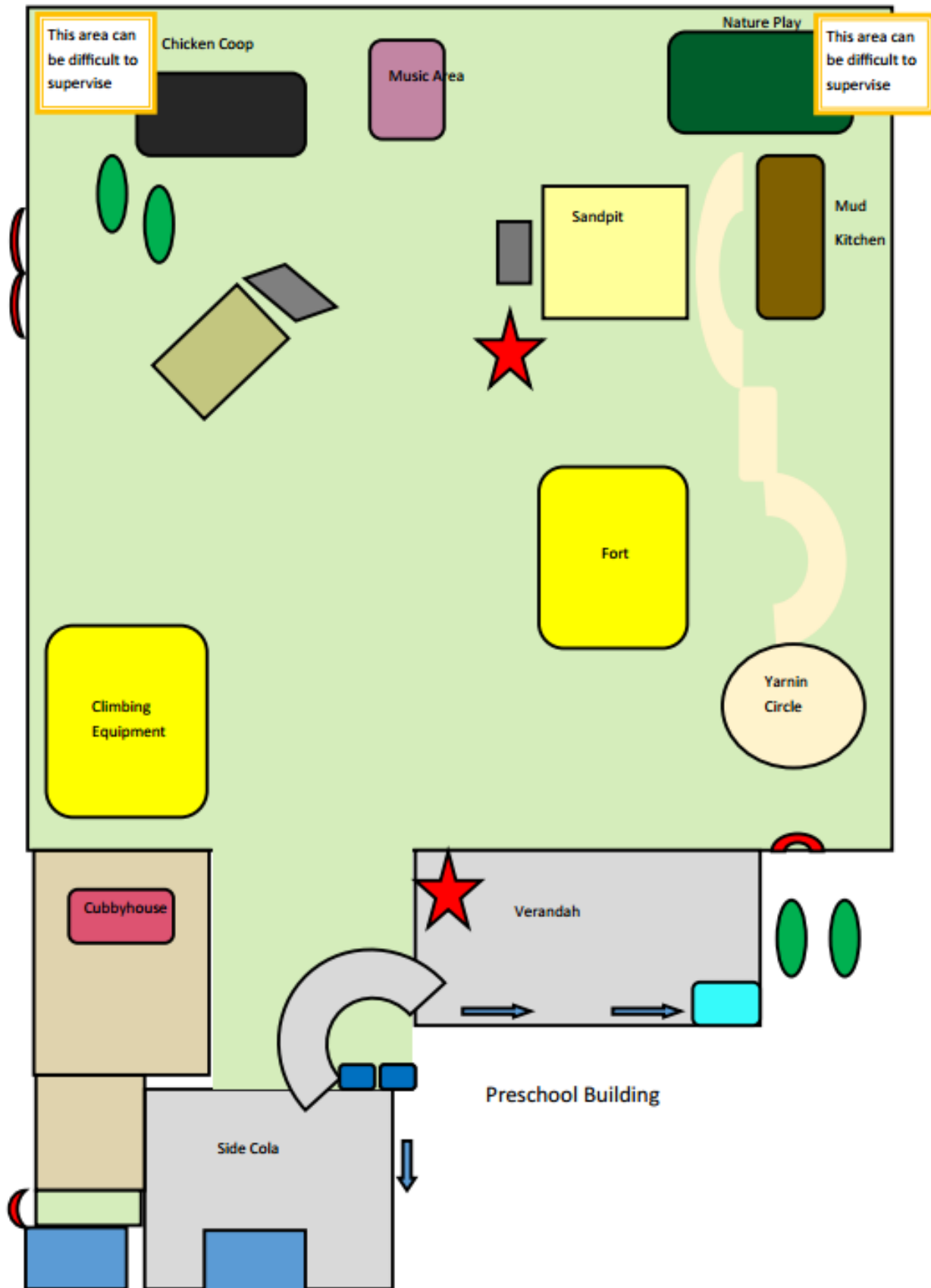


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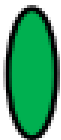
Key for Outdoor Supervision Map



Garden Bed



Gate



Veggie Patch— to be used with educator support only



Bench seat/storage



Door to building



Ball Box



Outdoor Children's Toilet



Path



Shed - this area can be difficult to see



Path—this area can be difficult to see

