

# Stockton 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>2.2</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 pgs.64-68</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>
<b>Pre-reading and reference documents</b>		
<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>		
<b>Staff roles and responsibilities</b>		
<b>School Principal</b>	<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> </ul>	

	<ul style="list-style-type: none"> <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>
<b>Preschool supervisor</b>	<p>The preschool supervisor supports the Principal in their role and is responsible for supporting the educators in reviewing this procedure through a process of self-assessment and critical reflection. These could include:</p> <ul style="list-style-type: none"> <li>• analysing complaints, incidents, or issues and what the implications are for the updates to this procedure.</li> <li>• reflecting on how this procedure is informed by relevant recognised authorities.</li> <li>• planning and discussing ways to engage with families and communities, including how changes are communicated.</li> <li>• developing strategies to induct all staff when procedures are updated to ensure practice is embedded.</li> </ul>
<b>Preschool educators</b>	<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>
<b>Procedure</b>	
<b>Working with children checks</b>	<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 that is kept in a secure filing cabinet in the preschool staff room. The school office also has a copy of this information.</li> </ul> <p>Parents and close relatives volunteering in the preschool do not require a WWCC clearance, but must complete <u>a declaration</u> and provide 100 points of proof of identity.</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>• 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 e.g., arrivals, departures or situations; a sick child needs to be isolated from the group; some children are sleeping. Refer to the <u>preschool guidelines</u> for guidance and Stockton Public School preschool Supervision of children procedure.</li> <li>• 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. Educators are relieved for their lunch break by staff from the primary school. This duty is on a rotational roster and children become familiar with all the school staff members.</li> <li>• Staff are aware of the importance of communicating with each other about their location within the environment.</li> <li>• All children will always be in sight or hearing of educators. No child will be left alone while eating and toileting times.</li> <li>• Educators ensure that supervision arrangements are respectful and that interactions with children are meaningful. Educators will encourage children's independence while respecting individual abilities and needs.</li> <li>• Educators scan the environment while interacting with individuals or small groups. Educators will position themselves to maximise their view of the environment and the children's play at all times.</li> <li>• Educators will implement consistent supervision strategies and not perform other duties while responsible for the supervision of children.</li> </ul>
<p><b>Child protection</b></p>	<ul style="list-style-type: none"> <li>• All department staff complete the online <i>Mandatory Child Protection Training</i> annually.</li> <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>• Educators understand their responsibilities as a mandatory reporter and have been shown the "Child Story" website.</li> <li>• Preschool educators are encouraged and supported to raise and discuss any child protection concerns they have. Child protection / wellbeing will be a standing item on team meeting and preschool committee meeting agendas.</li> </ul>

	<ul style="list-style-type: none"> <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>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>• This is reviewed by all preschool staff, the preschool supervisor and school principal at a preschool committee meeting.</li> <li>• If a new risk becomes apparent after the review, the preschool educators are responsible for adding it to the risk plan and informing other staff at the next preschool committee meeting.</li> </ul>
<p><b>Preschool environment</b></p>	<p style="text-align: center;"><b><u>Qualifications</u></b></p> <ul style="list-style-type: none"> <li>• All preschool educators have current approved first aid qualifications.</li> </ul> <p style="text-align: center;"><b><u>Program</u></b></p> <ul style="list-style-type: none"> <li>• Educators will discuss dangerous situations, dangerous substances and items and safety practices with the children regularly. This will be reflected in the educational program across the curriculum.</li> </ul> <p style="text-align: center;"><b><u>Authorisation- sign in/out</u></b></p> <ul style="list-style-type: none"> <li>• No child will be allowed to leave the premises without an authorised adult.</li> <li>• An end of day check is to be conducted, in which the preschool sign in sheet is checked to ensure that all children have been signed out. The preschool rooms, including toilets and grounds should also be checked to ensure that all children have left the grounds. Front gates should only be locked once these checks have been completed.</li> </ul> <p style="text-align: center;"><b><u>Building, Furniture, Fittings, Fencing and Gates</u></b></p> <ul style="list-style-type: none"> <li>• The building will be maintained in good working order by the preschool where appropriate and all areas of the preschool and premises will be maintained in a clean and tidy manner.</li> <li>• Pathways and floor spaces where appropriate will be kept clean and safe from tripping hazards.</li> </ul>

- Children will not be allowed in the following areas: office, kitchen, storeroom, outdoor storeroom (shed), the outdoor garbage and refuse area.
- Fencing and gates at the centre will be maintained in good condition and will meet the requirements set down by childcare regulations and Australian Standards. They will be checked regularly for splinters, sharp edges, protruding or loose screws or bolts.
- Glazed areas accessible to children will meet Australian Standards and will meet the requirements set down by the childcare regulations.
- Furniture and fittings will be kept in good condition, cleaned daily and will be suitable for the age group of the children using it e.g., the height and size of tables, chairs, shelving, toilets, basins.
- Furniture and equipment will be placed in safe positions, not blocking walkways or posing tripping hazards and not placed near windows or glass.
- Furniture will be checked regularly for possible safety hazards. If found, it will be withdrawn from use till repaired.
- All hot water taps will be temperature controlled to deliver water 43.5 degrees Celsius or below to prevent scalding.

#### **Safety checks and WHS Issues**

- 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 a daily safety check folder and completed daily by the preschool SLSO or the preschool EC if the SLSO is away.
- Any hazardous or broken items are rectified or removed from areas the children can access.
- Any WHS issues must be immediately reported to the Principal and General Assistant (GA), added to the GA's jobs register and a hazard form completed and handed to a member of the WH&S committee. Any issues which cannot be fixed immediately and pose a safety issue, must be cordoned off and the children kept away until the area/issue is fixed.
- Detailed safety inspections are completed each term by the school WHS supervisor.
- Workplace, Health and Safety issues is a standard item on both staff and Preschool Committee meetings.
- A risk management plan should be developed for any ongoing WH&S issues.

### Storage of dangerous substances and items

The centre will have appropriate, secure and child safe storage facilities for potentially hazardous products and materials such as:

- Medications
- First aid equipment
- Cleaning and other harmful chemicals
- Harmful instruments and implements e.g., gardening tools, work tools, knives, sharp objects, adult scissors, matches and lighters.
- The storage facilities will be appropriate for the items e.g., stored out of a child's reach and height, made secure by a lock and key mechanism, with the key stored away from the lock in a place inaccessible to a child, or by the use of an approved child safety latch.
- Cleaning materials and fly sprays will not be stored with food products.
- All areas where chemicals and solvents are used will be well ventilated.
- When using any chemical substance educators will;
  - Read any Material Data Sheet, and follow the manufacturer's directions for use, storage and first aid instructions on the label.
  - Use the approved personal protective clothing equipment such as gloves, aprons, goggles, masks, etc. when using chemicals.
  - Ensure all chemicals which are stored or decanted are labelled with description of contents, hazards and precautions for use, ensuring that any new container is suitable for the type of chemical being stored.
  - Never store chemicals in soft drink bottles, or other food or drink containers.
- Safety data sheets for all chemicals and chemical register are stored in the preschool office.
- Educators will post simple warning signs around the centre where potentially dangerous substances or items are stored.

### Cleaning

- Environmental and equipment cleaning is an ongoing process to ensure the preschool is always safe and hygienic.
- A cleaning schedule is developed and maintained with a record of what resources have been cleaned and when.
- Educators wipe over toys/ surfaces after use by children with warm water and soap. Toys will be dried in the sunlight where possible.

### Toys and Equipment

- Equipment purchased will be checked for safety.
- Toys and equipment will be in good condition and clean and will be appropriate to the age and development of the children.
- Damaged or broken toys and equipment will be repaired or replaced when they are found or will be withdrawn from use till, they are repaired.
- Toys and equipment will be cleaned regularly with water, detergent and disinfectant.
- Toys and equipment will be put away when not in use.
- Any toy or equipment purchased will be used to encourage nonviolent play.
- All art and craft materials purchased will be nontoxic.
- Potentially dangerous items used with the children e.g., knives for cooking experiences will be supervised by educators during activities. Items will be removed from activity areas when not in use and stored appropriately.
- All outdoor equipment will comply with current Australian Standards and regulations.
- When setting up the playground environment educators will be aware of; soft fall surfaces under and around equipment, the height from which a child can fall( over 600mm), the size of the equipment, the age and development of the children, the need to check for sharp or rough edges, holes or areas that can trap body parts, the need to maintain equipment in good order, safe positioning on even surfaces, securely anchored, and not too close to other equipment or movement pathways.
- Adequate shade areas will be provided through shade sails, large trees and awnings.
- The sand area will be cleaned and raked regularly. The sand area will be covered when not in use.

### Electrical safety and fire hazards

- Power points are fitted with safety caps whilst not in use and there are no double adaptors are in use. Electrical checks are conducted annually by external contractors.
- Electrical appliances and cords will be kept out of reach of children unless under direct supervision by an educator.
- Approved fire extinguishers in good working order will be located throughout the premises and a fire blanket (next to the kitchen door) are located in the preschool. As well as fire alarms installed throughout the preschool.

- No smoking, consumption of alcohol or drugs will be allowed on the premises at any time.
- All educators will be informed of emergency exits and evacuation procedures. Evacuation drills will be practiced regularly as required by childcare regulations.
- All electrical equipment will be checked and tagged yearly by an electrician to see if it is in good condition e.g., extension cords, appliances, compact disc players, computers, phone, air-conditioning. If electrical equipment is damaged, it will be repaired or replaced.
- Heaters and fans will be kept out of reach of children. The main source of heating and cooling at the premises will be air conditioning.
- The kitchen area will be out of bounds to children unless under direct supervision of an educator. The door to the kitchen area will always be kept locked so children do not have access to it.

### Outside environment

- Children will not have access to water play activities unless under supervision by educators. Equipment used in water activities e.g., buckets and water trough will be emptied after use and safely secured indoors so as not to be a catchment for water (drowning hazard). During the day, when children are not using the water trough, it will be kept covered. A separate risk assessment is kept on site for the frog pond.
- Children will not be permitted to play on fences or gates, play with locks on gates, or throw sand.
- The sandpit is cleaned naturally through exposure to sunlight throughout each day. The cover is replaced before 3pm each day. Sand is topped up when required and replaced annually.
- Storage shed doors should be closed when not supervised by an educator.
- 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.
- Trees and shrubs found to have low or dangerous branches will be pruned to ensure safety for all.
- Insects, bugs and small creatures which could pose a hazard to educators and children will be removed from the premises when found.
- Certified soft fall surrounds the natural play equipment and sandpit, and gymnastics mats are available for use when any equipment is higher than 600mm off the ground (Kidsafe NSW guidelines).



- For Moveable play equipment, A minimal falling space and impact area of 1500mm is required surrounding moveable play equipment items that measure 600mm or more above ground level. An impact area of 1500mm is required between each piece of equipment that is not linked (AS/NZS 4422). See Figure 1 below.

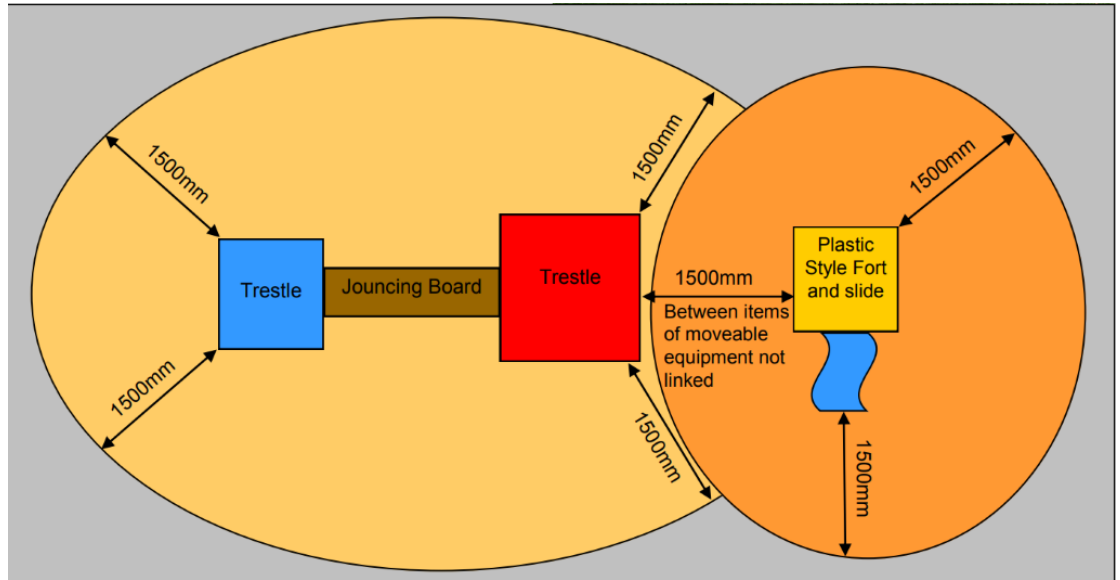


Figure 1 - Minimum dimensions of impact areas for moveable equipment items as per AS 4685:2014. This figure is not to scale.

### Road Safety

- Parents will be encouraged to;
  - Remove their child from the car door on the footpath side of the road (the safety door side).
  - Always hold their child's hand when crossing the road.
  - Drive within the speed limit for this area and the roads surrounding the preschool and to watch for pedestrians.
  - Not double park cars.
  - Always use approved child restraints when traveling in cars.

### Animal visits

- When animals are in the preschool, such as for show and tell or during the Responsible Pet Program, risk assessments are developed, and provisions put in place for any children who are frightened or have allergies. Children are asked to wash their hands before and after playing with/patting any animal.

COVID 19 –  
Additional  
Procedures  
current from  
August 2021

1. Current stay at home restrictions will mean there are a smaller number of children at preschool each day, providing more space to spread out. It also helps to balance the varied needs of students and staff, their families, personal circumstances and workplaces. The flexibility of the approach means we can also respond quickly to any new spikes in the spread of COVID-19.
  - Posters about COVID 19 symptoms and appropriate handwashing technique are displayed in the preschool. Posters supplied by the DoE can be accessed here:
  - <https://education.nsw.gov.au/inside-the-department/health-and-safety/risk-management/infection-control#Health3>
  - <https://education.nsw.gov.au/inside-the-department/covid-19/school-staff/covid-19-poster-placement-guide>
  - More resources to support education about COVID 19 can be found at: - <https://www.health.nsw.gov.au/Infectious/covid-19/Pages/resources.aspx>
2. Intentional teaching of good hygiene practices:
  - wash hands on arrival at preschool
  - wash their hands frequently with soap and water before and after eating and after going to the toilet
  - wash hands before and after eating.
  - cover their nose and mouth when they cough or sneeze, by coughing into their elbow. Disposal of used tissues and hand washing.
  - avoid touching their faces
  - limit physical contact when greeting people
  - limit physical contact in the indoor and outdoor environment.
3. Preschools have access to additional supplies of cleaning products, soap and hand sanitiser.
4. NSW public schools are regularly and professionally cleaned. Enhanced cleaning is being implemented across all NSW public schools at this time.
5. Educators wipe over toys/ surfaces after use by children with warm water and soap. Toys will be dried in the sunlight where possible. Outdoor equipment will be cleaned after use by wiping down surfaces.
6. Preschools will continue to implement appropriate social distancing measures proportionate to health advice at the time, which is that social distancing for children is different than adults (Appendix B).

7. Additional social distancing measures that can be implemented include:
  - Staggered school drop off and pick up times - parents will be asked to sign in/out at the preschool gate and not enter the preschool.
  - Smaller class sizes - Reduced children numbers each day while maintaining ratio of 1:10
  - Social distancing markers on the ground in areas such as the bathroom.
8. Outdoor play will be implemented as much as possible, or indoor play with windows open and fresh air, limited use of air conditioning.
9. Children taught to put away their own belongings- backpacks, clothing, water bottles
10. No use of bubblers, water bottles can be accessed by children at all times, however they will not be stored in water carrier trays but their own name pockets so that they are not touching.

**Sources:**

<https://education.nsw.gov.au/covid-19>

<https://education.nsw.gov.au/early-childhood-education/coronavirus>

Appendix A - Effective Health & Hygiene Practices during COVID-19 Pandemic (DoE)

Appendix B - Social Distancing in Preschool (DoE)

## Record of procedure's review

### Date of review and who was involved

16/8/21- Kristyn Drewe, 17/09/2021 - Christine Hayes, 02/09/2021-Zoe Lantry, Alexis Scott and Jodie Holt

### Key changes made and reason/s why

Procedure updated and in the new format in line with the Leading and Operating Department Preschool guidelines; update and reviewed due to current lockdown and restrictions.

### Record of communication of significant changes to relevant stakeholders