***IRRAWANG PUBLIC SCHOOL PRESCHOOL***

**Providing a Child Safe Environment Procedure**

| **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** |
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| **NQS: 2.2, 3.1**  **Law Section: 162A, 165, 166, 167**  **Regulations: 84, 103, 105, 109, 115** | Leading and operating department preschool guidelines  [Child Protection policy – Responding to and reporting students at risk of harm](https://education.nsw.gov.au/policy-library/policies/pd-2002-0067)  [Child Protection – Allegations against employees](https://education.nsw.gov.au/policy-library/policies/pd-2005-0263)  [Working with Children Check policy](https://education.nsw.gov.au/policy-library/policies/pd-2005-0264)  [Department web page – Child Protection](https://education.nsw.gov.au/student-wellbeing/child-protection) | ACECQA information sheets:   * [Active supervision – Ensuring safety and promoting learning [PDF 910 KB]](https://www.acecqa.gov.au/sites/default/files/2023-01/QA2_ActiveSupervision_EnsuringSafetyAndPromotingLearning.pdf) * [Minimising the risk of children being mistakenly locked in or out of service premises [PDF 478 KB]](https://www.acecqa.gov.au/sites/default/files/2023-01/QA2_MinimisingTheRiskOfChildrenBeingMistakenlyLockedInOrOutOfServicePremises.pdf)   [Kidsafe NSW](https://www.kidsafensw.org/)  [Implementing the Child Safe Standards – A guide for early childhood education and outside school hours care services [PDF 3.7 MB]](https://education.nsw.gov.au/content/dam/main-education/early-childhood-education/working-in-early-childhood-education/media/documents/Guide_Child_Safe_Standards.pdf)  [Keeping our kids safe – Cultural safety and the national principles for child safe organisations [PDF 13.1 MB]](https://www.snaicc.org.au/wp-content/uploads/2021/06/SNAICC-VACCA-OCS-ChildSafeReport-LR-with-alt-tags-May2021.pdf)  [ACECQA information sheet – Embedding the national child safe principles](https://www.acecqa.gov.au/sites/default/files/2023-08/InfoSheet_EmbeddingTheNationalChildSafePrinciples_1.pdf)  ACECQA’s policy and procedures guidelines – [Providing a child safe environment [PDF 217 KB]](https://www.acecqa.gov.au/sites/default/files/2023-08/PolicyGuidelines_ProvidingAChildSafeEnvironment.pdf)  [Department of Communities and Justice – signs of abuse](https://www.facs.nsw.gov.au/families/Protecting-kids/reporting-child-at-risk/harm-and-neglect/chapters/signs-of-abuse) |

#### **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.   These tasks may be delegated to other members of the preschool team, but the responsibility sits with the principal. |
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| **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 could include:   * 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. |
| **Preschool teacher(s) and educator(s)** | Preschool teachers and educators are responsible for working with the preschool leadership team to ensure:   * 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. |

#### **Procedure**

| **Supervision plan** | * The preschool children are adequately supervised at all times. * Children remain in the care and under the supervision of a parent or carer until the preschool opens at 8.55am. Families may wait outside the preschool gate, in the Foyer or Community Room. Doors into the Preschool will open at 8.45am. * A supervision plan is in place to support active supervision. * 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. * When educators supervise children, they will not perform other duties which would affect the quality of their supervision and their interactions with children. * 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 needing to be isolated from the group, some children are sleeping)- See attached. * Educators ensure children are adequately supervised at all times by: * Ensuring they can respond to children immediately, particularly if a child is distressed or in an unsafe situation. * Knowing where all children are by actively and diligently monitoring their activities. * Balancing supervision and engagement by drawing on a range of skills such as positioning, using peripheral vision and monitoring changes in noise and stress levels. * Having an awareness of potential hazards in the environment and proactively taking steps to predict and intervene in situations where children's health and safety may be compromised. * Using flexible positioning and strong communication between educators to ensure all children are supervised. * Informing another educator if they are going into a storeroom or bathroom. * When children are transitioning from one learning space to another, educators will count the number of children before and after the transition has occurred to ensure all children are accounted for. An educator will sweep the learning space, ensuring that all children have transitioned into the new space safely. * A staff roster ensures a ratio of one educator for each ten children (1:10) is maintained at all times the preschool is open, including during planned educator breaks. * Educator breaks will be relieved as part of the whole school Lunch/Recess Break timetabling with suitable trained/qualified staff. * To implement the Child Safe Standards: * 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** | **Training**   * 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. * Staff regularly working within the preschool have their Staff Qualifications Folder regularly checked for currency of mandatory training requirements. Any staff who have dates close to expiration will be notified by the Pedagogical Leader and/or educator. * ALL staff are required to complete a Preschool Induction Checklist at the beginning of the year or when they commence at the Preschool outlining their currency of mandatory training. Any staff who have dates close to expiration will be notified by the Pedagogical Leader and/or educator. * Staff have the opportunity to discuss Children in Focus during scheduled Preschool Team meetings. Staff can add a child’s name to the Agenda for that week for discussion or can discuss their concerns with the Pedagogical Leader/Preschool Educator privately.   **Mandatory Reporters**   * 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](https://education.nsw.gov.au/policy-library/policies/pd-2002-0067) * As described in this policy, the principal will use appropriate tools such as the online [Mandatory Reporter Guide](https://reporter.childstory.nsw.gov.au/s/mrg), 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.   **Reportable Conduct**   * 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 department policy – [Child Protection: Allegations Against Employees.](https://education.nsw.gov.au/policy-library/policies/pd-2005-0263) * 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](https://education.nsw.gov.au/epac/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/home * an allegation or complaint is made that physical or sexual abuse of a child has or is occurring at the preschool/home   **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. |
| **Working with children checks** | * All department staff hold a current *Working with Children Check* 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 their Staff Qualifications Folder available in the Preschool Office upon request. * ***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](https://education.nsw.gov.au/content/dam/main-education/en/home/teach-nsw/get-paid-to-study/teacher-education-scholarship0/Declaration_for_child-related_workers.pdf) 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](https://education.nsw.gov.au/inside-the-department/human-resources/probity/screening-document-requirements/screening-catalogue/specified-volunteers) and require a WWCC clearance to participate in the preschool program. |
| **Child safe culture**  **The safe use of online environments** | To implement the Child Safe Standards a child safe culture has been established and is maintained, with children’s health, safety and wellbeing prioritised.  Practices and systems in place that do this, include:   * The preschool makes a public commitment to child safety, in the philosophy, family information booklet and via messages through the Sentral Parent Portal. * 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 via the Sentral Parent Portal and on display in the Preschool Foyer. * Parents are provided with information about child safety, including how they can report a child protection concern. * 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. * Complaints are handled in a child-focussed manner and 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 and have timed use. * Access to activities online (Prowise/Smartboard) is supervised closely and/or used alongside a staff member. |
| **Risk management plan for the preschool environment** | * 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 staff are involved in reviewing the plan for the preschool environment. The plan is emailed to all staff for transparency, feedback and whole school implementation. It is accessible via a link to the Risk Management Plan’s Folder in the Preschool’s Google Drive. It can be accessed as a hard copy in the documents folder in the Preschool Office or Pedagogical Leader’s Office. * If staff become aware of potential hazards in the preschool during daily safety checks of the indoor/outdoor environments or when on duty supervising, these are documented on a WHS Hazard form or in the GA’s Maintenance folder (depending on the severity of hazard), reported, discussed and amended. * Any amendments to the Risk Management Plan are then reviewed during a weekly Preschool Team Meeting. The Pedagogical Leader or Educator then amended the document as necessary and informs the staff via the weekly online communication. * If any hazardous or broken items are identified, they will be rectified or removed from children’s access. * Risks are minimised by:  Conducting daily safety checks of the classroom/playground.Regularly developing/updating/reviewing risk assessments.Being actively aware of potential hazards to ensure the risk of illness, accidents and harm is reduced wherever possible.Conducting whole school inspections of trees, electrical appliances, fire extinguishers and fire blankets.Ensuring doors and gates are secured to prevent children from entering areas unsupervised such as storerooms, staff office, staff toilet and kitchen areas where relevant.Reporting for maintenance to the general assistant.  * Securing heavy objects or furniture so children cannot pull down.  Securing, labelling and the storage of hazardous products such as cleaning materials and chemicals.Intentional teaching and positive reinforcement of safe play and the safe use of equipment. |
| **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. * The record is kept in the preschool kitchen on a labelled shelf on the kitchen bench. The daily safety checklist is completed by the Preschool SLSO. * A ***daily bathroom safety check*** is carried out hourly by Preschool Staff. A record is kept of when the bathroom is checked, signed and dated by the person who carries out the check. The record is kept in a booklet located on the wall in the children’s bathroom. The Daily Bathroom Safety Checklist is completed by the Preschool SLSO and educators. Any water on the floor is wiped up/mopped by preschool staff to eliminate slip hazards. * 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. * If required, preschool maintenance is carried out by the school’s General Assistant. Preschool staff record all preschool maintenance in the preschool maintenance registers which is located in the preschool kitchen on a labelled shelf. This information is transferred into the school’s General Assistant Maintenance Register located in the GA’s pigeon-hole in the school’s staffroom. * If a tradesperson is required, the School Administration Manager will be notified by preschool staff to come and assess. The SAM will organise trades and notify Preschool Staff. * 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. * Items are stored in the locked cleaners storeroom inside of the preschool disabled/staff toilet and/or under the kitchen sink in a locked cupboard. These may consist of: cleaning detergents, disinfectants, chemicals, aerosol cans, poisonous and other dangerous substances * In addition, the following items are kept in a secure storage facility that is inaccessible to children: * dangerous tools and equipment (in outside storeroom/laundry)and toiletries (disabled/staff toilet) * medications (kept in a childproof container and refrigerated, if necessary) and first aid equipment (in mobile bags out of reach of children). * ***Environmental and equipment cleaning*** is an ongoing process to ensure the preschool is always safe and hygienic. * A daily cleaning schedule which identifies all areas of the preschool is included as a part of the Cleaning Checklist. * Our Preschool Educators ensure furnishings and play equipment are checked regularly and kept in a safe, clean and hygienic condition. A cleaning schedule documents the regular cleaning (as appropriate) of: * tables and chairs * indoor equipment * soft toys * Puzzles * Books * sand equipment * outdoor construction toys * Detergent and water will be used for all general environmental cleaning. The use of disinfectant is only necessary if a surface is contaminated with potentially infectious material. The surface needs to be cleaned with detergent and water before using disinfectant or bleach. * Chux cloths will be used, identified by colour for specific areas as they remove dirt and moisture effectively. Blue- Arts and Craft, Green- Food and Red- Toilet. * All ***electrical equipment*** will be well maintained. Electrical cords will be secured safely away from children’s reach and power points fitted with protectors. * When not in use, excess equipment not required in the learning space will be stored in a safe place that is inaccessible to children. * ***Fire extinguishers*** must be placed appropriately throughout the building and a ***fire blanket*** kept adjacent to any cooking facilities. * Fire extinguishers/blankets will be checked yearly. This is organised by the School Administration Manager and recorded on a schedule in the Main Office. * All ***buildings and equipment*** will 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. * Any urgent minor repairs will be carried out by the General Assistant after having detailed the repairs required in his Maintenance Book (GA’s Pigeon Hole). * 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 if accessed as per recommendations [Kidsafe: Playground Surfacing.](https://www.kidsafensw.org/imagesDB/documents/PlaygroundSurfacing2020_1.pdf) * Reporting maintenance of damaged or broken furniture is documented in the Maintenance Book located in the GA’s pigeon hole in the school staff room. Preschool staff will also use a Maintenance Book for the Preschool located on the top shelf in the preschool kitchen. All damage and broken furniture will be removed from the area that is accessible to children. If the maintenance is urgent it will be immediately reported to the principal. * The ***sandpit and dirt pit*** will be securely covered when not in use to prevent contamination, such as animal excreta, broken glass and other objects. It will be checked daily as part of the Daily Safety Checklist. * The sand pit, dirt pit and mud kitchen will be cleaned periodically. This will be done by either:   - watering with either mild detergent, diluted household disinfectant or a 1:10 solution of bleach;  - raking through with salt or  - digging the sand and dirt over monthly to reduce moisture and stop the sand from turning sour.   * Daily the sandpit and dirt pit will be raked in the morning as per the Daily Safety Checklist. * The sand and dirt will be kept topped up to the maximum level as per the [Kidsafe: Sandpits](https://www.kidsafensw.org/imagesDB/documents/Sandpits2021.pdf) guidelines . * The sand and dirt will be renewed annually or as necessary. * 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](https://www.kidsafensw.org/growplantssafely/#plants-to-avoid) to determine if it is safe or not. * ***Smoking, taking illicit drugs and drinking alcohol*** on school premises, including school buildings, gardens, sports fields and car parks, is prohibited. This includes students, employees, visitors and other people who use school premises, including community groups as per policy requirements for schools - [Drugs in Schools](https://education.nsw.gov.au/policy-library/policies/pd-2002-0040#:~:text=Smoking%20on%20school%20premises%2C%20including,school%20premises%2C%20including%20community%20groups.). |

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#### **Record of procedure’s review**

| **Date of review and who was involved** | **14/3/21**  Hylie McEvoy (Preschool Educator)  Alexandra Hay (Preschool SLSO)  **30/8/21**  Hylie McEvoy (Preschool Educator)  Alexandra Hay (Preschool SLSO)  **17/11/21**  Hylie McEvoy (Preschool Educator)  Alexandra Hay (Preschool SLSO)  **27/1/22**  Michelle Lynch (Pedagogical Leader)  **7/3/22**  Michelle Lynch (Pedagogical Leader)  **31/3/23**  Michelle Lynch (Pedagogical Leader)  Hylie McEvoy (Preschool Educator)  **7/10/23**  Hylie McEvoy (Preschool Teacher)  Michelle Lynch (Pedagogical Leader)  **03/05/24**  Hylie McEvoy (Preschool Teacher)  Michelle Lynch (Pedagogical Leader) |
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| **Key changes made and reason why** | **8/9/21 -** Localised Procedure created in response to COVID-19 Guidelines 2021 for preschool children being adequately supervised within the primary school with other school children.  **25/11/21 -** Bathroom floor is becoming wet and slippery when children are washing hands at the sinks. To ensure the bathroom is safe, a Irrawang Bathroom Safety Checklist has been implemented into the Staff Daily Routines.  Children will be taught about the expectations when using the bathroom and staff informed of new expectations.  **27/1/22** - Localised Procedure updated in response to COVID-19- Smart measures for school 2022.  **7/3/22 -** Localised Procedure updated in response to COVID-19 Updated guidelines NSW Health.  **31/3/23-** Amended- Risk Management PLan to be reviewed and amended after hazards are identified and/or removed.  Addition- colours of cleaning cloths and where to be used.  Addition- Risk Management Plan for animals in the preschool.  **7/10/2023 -** Updated as per Early Learning Leading and Operating Preschool Guidelines vSept2023  **03/05/24**  No changes required. |
| **Record of communication of significant changes to relevant stakeholders** | **Principal:** Email & Acknowledgement Spreadsheet 03/05/24  **Staff:** Email & Acknowledgement Spreadsheet 03/05/24  **Parents:** Sentral Parent Portal 03/05/24  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 |