



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		
<p>ACECQA Information sheet - Active supervision: Ensuring safety and promoting learning</p> <p>Kidsafe: Child Accident Prevention Foundation of Australia</p> <p>Kidsafe: Grow me safely</p>		
Staff roles and responsibilities		
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. 	
	<p>The preschool supervisor supports the principal in their role and is responsible for leading</p>	

<p>Preschool supervisor</p>	<p>the review of this procedure through a process of self-assessment and critical reflection.</p> <p>This could include:</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 • 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.
<p>Preschool educators</p>	<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.
<p>Procedure</p>	
<p>Adequate supervision</p>	<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. 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). <p>Adequate supervision cannot be achieved through educator to child ratios alone. In order to ensure children are adequately supervised at all times educators must:</p> <ul style="list-style-type: none"> • ensure they can respond to children immediately, particularly if a child is distressed or in an unsafe situation • know where all children are at all times by actively and diligently monitoring their activities • balance supervision and engagement by drawing on a range of skills such as positioning, using peripheral vision and monitoring changes in noise and stress levels <ul style="list-style-type: none"> • have an awareness of potential hazards in the environment and proactively take steps to predict and intervene in situations where children's health and safety may be compromised • use flexible positioning and strong communication between educators to ensure all children are supervised • inform another educator if they are going into a storeroom or bathroom. • 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.

	<p>Educators are relieved for breaks by other school staff. Preschool educators completed a handover before leaving the preschool.</p>
<p>Child protection</p>	<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. Children wellbeing concerns are raised at team meetings and are noted in the agenda. • Notification of a serious incident is made to Early Learning (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.
<p>Working with children checks</p>	<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. (Is each staff member's WWCC number, expiry date and proof of verification stored in the staff folder?) • 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.
<p>Risk management plan</p>	<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. (Who is involved in reviewing the plan? How do all staff access the updated plan? If a new risk becomes apparent after the review, who is responsible for adding it to the risk plan?)
<p>Preschool environment</p>	<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. (Where is the record kept? Is there a roster to show who will complete the check each 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. (What is the process for recording required maintenance? What is the process if a trades person is required?) • All potentially hazardous products and materials are stored securely and inaccessible to children. The area in which they are stored is labelled as containing <i>hazardous or dangerous</i> materials. (Where are the items stored? What items are stored? e.g. cleaning detergents and chemicals, aerosol cans, medications.) • There are no toxic plants on the preschool site. Before a new plant is introduced to

	<p>the site, reference is made to Kidsafe: Grow me safely to determine if it is safe or not.</p> <ul style="list-style-type: none"> • Environmental and equipment cleaning is an ongoing process to ensure the preschool is always safe and hygienic. A cleaning checklist is completed every day along with the safety check. The sandpit cover is removed daily and the sand raked.
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Record of procedure's review
Date of review and who was involved
Sep 2021
Key changes made and reason/s why
Record of communication of significant changes to relevant stakeholders
Date of review and who was involved
Oct 2022 Claire Callinan jen Mitchell
Key changes made and reason/s why
Record of communication of significant changes to relevant stakeholders