



Sustainability procedure

Associated National Quality Standards	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
3.	Regulation 105 Regulation 110	Leading and Operating Department Preschool Guidelines
Pre-reading and reference documents		
<ul style="list-style-type: none"> • Guide to the National Quality Standard (3) ACECQA (2011) • Environment Protection & Biodiversity Conservation Act 1999 • Energy Efficiency Opportunities Act 2006 • NSW Department of Environment and Heritage – www.environment.nsw.gov.au • Department of Sustainability, Environment, Water, Population and Communities • Early Childhood Environmental Education Network – www.eceen.org.au • Community Child Care Co-operative (NSW) 		
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. 	
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.</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 	

	<p>recognised authorities</p> <ul style="list-style-type: none"> • 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	<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.
Procedure	
Recycle, reduce, reuse	<ul style="list-style-type: none"> • aim to provide awareness and encourage environmental responsibilities in our service practices. These practices need to be environmentally friendly involving our staff, children and families creating a successful unity. • Staff will role-model water and energy conservation practices, turning off lights, air-conditioners and computers when a room is not in use. Collect rain water to fill water buckets, watering cans and containers as well as empty unused water into the gardens. • encourage sustainable practices within the center, encouraging staff, children and families to work towards a “green” environment • recycling is part of the everyday practice, with colour coded recycling bins in the preschool for children and staff to access. • Edgeworth Preschool will reduce the amount of plastic and disposable equipment they purchase and select materials that are made of natural materials and fibers. • Boxes, containers and tubes are collected and used in learning experiences. The children can reuse these materials to create new things. • Preloved clothes are available in the family room for families to utilise throughout the years. Families can also make donations to this box.
Program	<ul style="list-style-type: none"> • Edgeworth Preschool will enrich children’s experiences through interactions with their natural environment. • Educators access government and local council departments as sources of information on sustainable practices used within the local community. The staff will liaise with the government and council departments for possible grants available to put in place energy and water conservation practices at Edgeworth Public School Preschool. • Our program will encourage both staff and children to engage in sustainable practices, learning to care for and protect our planet for future generations to come. • The sustainability wall in the preschool outlines sustainable practices that have been embedded into the program.
gardening	<ul style="list-style-type: none"> • Gardening is embedded into the preschool program. There are 7 vegetable gardens that educators and children maintain. Produce from the gardens is used in cooking experience. Produce from the school vegetables garden is also shared with the preschool. • The staff will use provided containers in their center to reduce food waste. Children

	will be encouraged to place their food scraps into the containers for use in the compost bin. Food scraps are also blended up and placed in the worm hotels in the vegetable gardens.
Families and community	<ul style="list-style-type: none"> • Families are provided with information about sustainable practices throughout the year. • A sustainable shop is available to parent with locally made products • Families and theomania make contribution to the preschool scrapyard by sending in totems that the children can use in loose parts play. • Families who have an interest in gardening are invited to volunteer at the preschool to support the programs.

Record of procedure's review
Date of review and who was involved
November 2023 Jennifer Mitchell Claire Callinan
Key changes made and reason/s why
Changed layout of procedure to categorise items
Record of communication of significant changes to relevant stakeholders