



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
<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 procedures guidelines – Providing a child safe environment [PDF 217 KB]</p> <p>Department of Communities and Justice – signs of abuse</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.• 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.
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.

Procedure

Supervision plan

- The preschool children are adequately supervised at all times.
- A supervision plan is in place to support active supervision.
- 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. Staff roster is on display on the noticeboard near the office.
- Educators are relieved for breaks by teachers and SLSO's within the school.
- 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.

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. Educators have developed a template to document concerns.
- During team meetings staff are able to raise wellbeing concerns about children.

Mandatory reporters

- As a mandatory reporters, 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.

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](#).
- 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

	<p>Record keeping</p> <ul style="list-style-type: none"> 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.
<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. Staff WWCC number, expiry date and proof of verification are stored in the staff training folder in the preschool office. 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.
<p>Child safe culture</p> <p>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 makes a public commitment to child safety, for example, in the philosophy, family information booklet or newsletter. 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.

	<ul style="list-style-type: none"> • 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. • Educators embed the Child Safe series into the education program
<p>Risk management plan for the preschool environment</p>	<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. • Educators, preschool supervisor and children are involved in reviewing the risk assessments. These are reviewed and communicated at the team meeting. A copy of the risk assessment is found in the red folders around the preschool environment and in the preschool office. A copy is also uploaded to the teams drive.
<p>Clean, hygienic and safe 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. • The daily safety check is stored in the family room and is signed each day by the educators completing it. • 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.

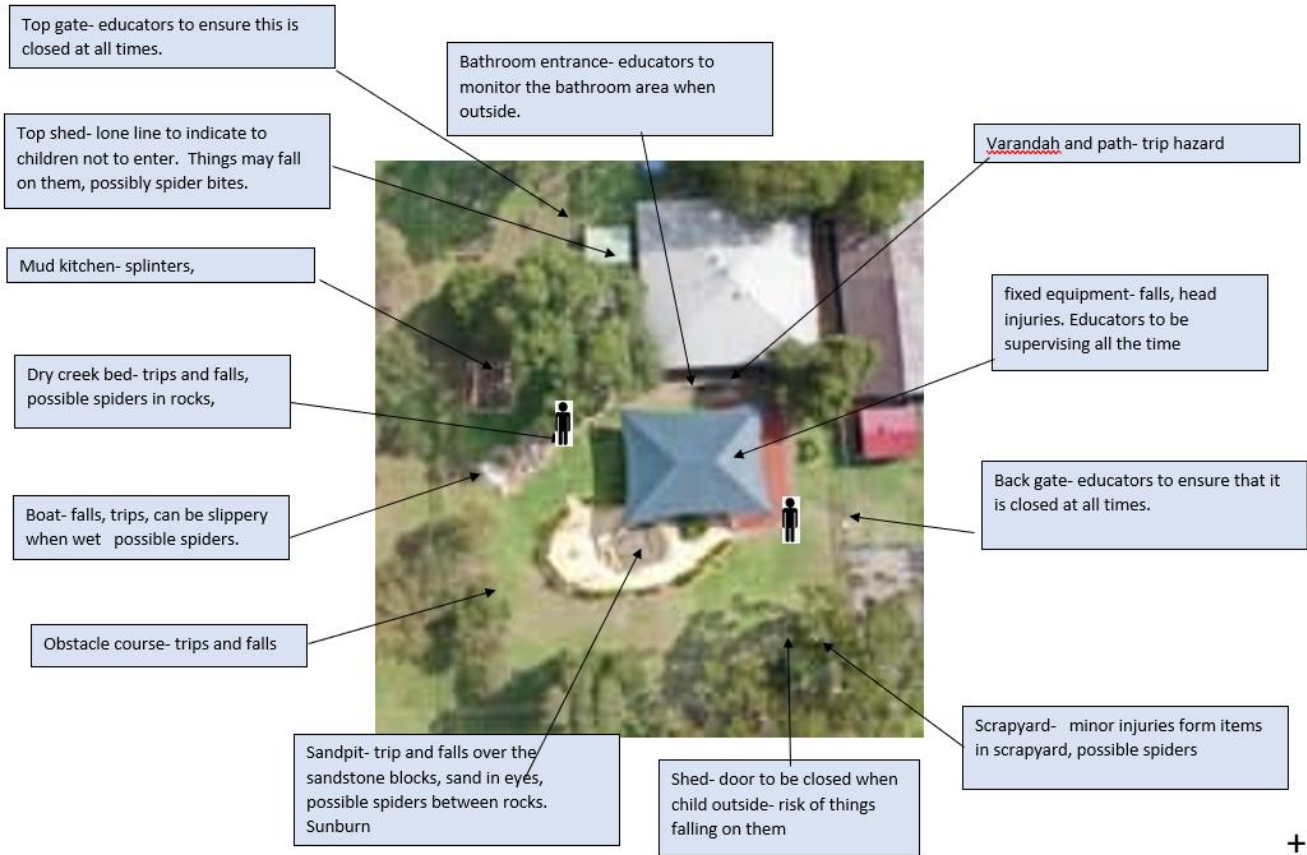
- Any items that are dirty, have been put into a child's mouth, coughed or sneezed on, or if used by a child who is unwell, should be removed immediately and placed in the storeroom sink for washing/cleaning.
- Tables and chairs are to be wiped over with a detergent & water mix with paper towel each morning, in between activities and in the afternoon.
- Children's bathroom & toilet should be cleaned at least once per day and more often if visibly dirty. Contracted cleaners clean the preschool each day. Educators should conduct additional cleaning of bathrooms if visibly dirty throughout the day. notice.
- Carpets and mats are vacuumed daily, and steam cleaned at least every 6 months. This is conducted by contracted cleaners. Spot cleaning of carpets and mats is completed if they are visibly dirty in a small area.
- Contracted cleaners' vacuum and mop the preschool classrooms each afternoon and do a more extensive clean during school holidays.
- Salt is to be raked through the sandpit at the beginning of each term and sand replaced annually, ensuring that the appropriate level of sand is maintained throughout the year (no less than 100mm below the top).
- Educators use the following basic steps for effective routine cleaning, which is directly from the Staying Healthy in Childcare Guidelines 5th Edition:
 1. Use detergent and warm water. Follow the manufacturer's instructions on how much detergent to use.
 2. Vigorously rub the surface to physically remove germs.
 3. Rinse the surface with clean water.
 4. Dry the surface.
- Educators log maintenance issue on School bytes app for the general assistant to follow up. Tasks can be logged as urgent and WHS concerns. If external tradesman are required the nominated supervisor can log a call in FM webb and school assists will arrange for someone to come to the service.
- 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.
- Cleaning products and hazardous chemicals are locked in cupboards in storerooms. Some hazardous chemicals are kept in the general assistants shed.

	<ul style="list-style-type: none"> • 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.
<p>Animals at preschool</p>	<ul style="list-style-type: none"> • Providing children with access to animals within our Service will help them learn about life cycles and relationships and improve communication skills. Educators will organize incursion throughout the year in which animals visit the service. • Occasionally a child may have a new pet such as a puppy or kitten that they wish to bring to the Service to show their peers and educators. Whilst this provides a wonderful learning experience for children, families must be advised to seek permission from the Nominated Supervisor prior to bringing in the pet. A risk assessment should then be completed before giving permission to the family. Families should also be advised that pets visiting the Service that are not confined (for example, in a fishbowl or bird/mouse cage) must not be left at the Service, but be taken with the family member at the conclusion of their visit. • If the remains of animal or animal faeces have been found, the remains will be disposed of according to the local Council guidelines and the area where the remains were found will be thoroughly disinfected. • Educators are responsible for assessing any situation where animals are involved to ensure the health, safety and wellbeing of children, families and animals • Families are requested not to bring dogs into the service ground during delivery and collection.

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
August 2022 Claire Callinan, Jen Mitchell
Key changes made and reason/s why
No changes
Record of communication of significant changes to relevant stakeholders
Date of review and who was involved
June 2023 Claire Callinan, Jen Mitchell
Key changes made and reason/s why
Added information about child story documentation, location of risk plans, storage of chemicals
Record of communication of significant changes to relevant stakeholders
Email to preschool team and exec, posted on sentral
Date of review and who was involved
September 2023 Claire Callinan, Jen Mitchell
Key changes made and reason/s why
Added information about animals at the service as we have incursion involving animals
Record of communication of significant changes to relevant stakeholders
Uploaded to team drive and website
Shared with families on SP

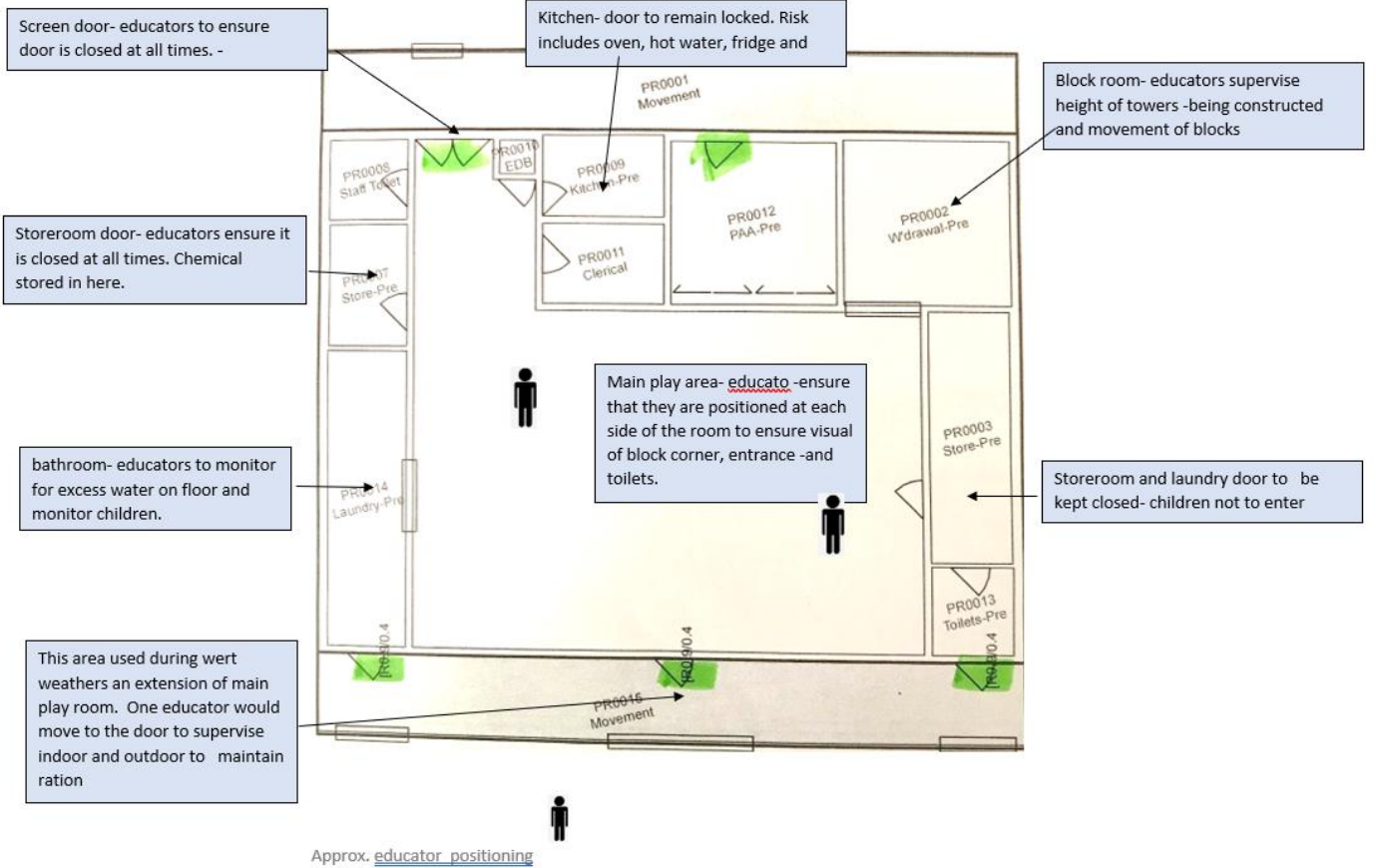
Outdoor Supervision Plan

staff approx. positioning



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Indoor Supervision Plan



Screen door- educators to ensure door is closed at all times. -

Kitchen- door to remain locked. Risk includes oven, hot water, fridge and

Block room- educators supervise height of towers -being constructed and movement of blocks

Storeroom door- educators ensure it is closed at all times. Chemical stored in here.

Main play area- educato -ensure that they are positioned at each side of the room to ensure visual of block corner, entrance -and toilets.

Storeroom and laundry door to be kept closed- children not to enter

bathroom- educators to monitor for excess water on floor and monitor children.

This area used during wet weathers an extension of main play room. One educator would move to the door to supervise indoor and outdoor to maintain ration

Approx. educator positioning

Appendix B- Cleaning schedule

Preschool Resources Cleaning Regime

When?	What?	How	Who?
<p>Daily</p>	<ul style="list-style-type: none"> - Paint brushes, paint pots, glue brushes, glue pots if emptied, craft resources, - Easels - Play dough mats, tools and rollers - Lunch tables and chairs - Resources placed in children’s mouths or handled by sick students - Carpets - Children’s Bathroom (during the day, as needed) - Cushion covers & sheets (if used) - Sensory toys - Bin lids - Food trolley 	<p>Detergent & water</p> <p>Disinfectant</p> <p>Vacuum</p> <p>Mop</p> <p>Machine wash</p> <p>Disinfectant</p> <p>Detergent and water</p>	<p>Staff</p> <p>Staff</p> <p>Staff</p> <p>Staff</p> <p>Contract Cleaner</p> <p>Staff/Contract Cleaner</p> <p>Staff</p> <p>Staff</p> <p>Staff</p>
	<ul style="list-style-type: none"> - Toilets - Hand basins - Floors - Eating mats - Outdoor Equipment - checked for spiders, cobwebs, wasps nests etc - Bins Emptied 	<p>Antibacteria l wipes/ Detergent and water</p>	<p>Staff & contract cleaners</p> <p>Staff</p> <p>Contract cleaners</p>

Between Groups	<ul style="list-style-type: none"> - Eating mats 	Swept & washed (air dry)	Staff
Weekly	<ul style="list-style-type: none"> - Outdoor play & eating mats - Home corner furniture and resources - Computers - Toys - Puzzles - Paint smocks - Fridge (Children's lunches) - Dress up clothing/cushions/sheets - Play dough 	Sweep, disinfect, hose Detergent & water Disinfectant / Dishwasher Wipes Water & detergent New batch	Staff Staff & Parents
Monthly	<ul style="list-style-type: none"> - Garbage bins (inside & lids) 	Disinfectant Antibacteria Wipes (lids)	Staff
Per Term	<ul style="list-style-type: none"> - Children's fridge - Rafters - Carpet 		Staff Carpet Cleaning Contractor
Per Semester	<ul style="list-style-type: none"> - Staff kitchen cupboards and refrigerator - Sand (salt raked through at beginning of Term 1 & Term 3) - Sheds – sort & audit resources 		Staff/General Assistant
Annual	<ul style="list-style-type: none"> - All toys - Furniture (table, chairs, shelving) - Carpets (steam cleaned) - Pest control - Gutters 		Staff