

Bass Hill 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
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		
ACECOA Information sheet - Active supervision: Ensuring safety and promoting learning Kidsafe: Child Accident Prevention Foundation of Australia Kidsafe: Grow me safely		
Staff roles and 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: <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	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. The preschool supervisor will support the principal by: <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). The supervision plan outlines: <ul style="list-style-type: none"> - Layout of the premises - Number and positioning of staff during inside and outside engagement - Risks in the environment and experiences provided to children. • 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. During break times, a staff member from the K-6 relieves the preschool teacher for breaks. An additional SLSO covers the preschool support teacher for her break entitlement.
<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. The preschool supervisor continually speaks with preschool educators regarding concerns of child protect and the wellbeing of students through team meetings and check-ins. • 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. This information can be found in the preschool staff qualifications folder. Parents and close relatives volunteering in the preschool do not require a WWCC clearance, but must complete a declaration 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 by the preschool supervisor and educators. It identifies potential risks in both the indoor and outdoor environment, and describes steps taken to reduce or minimise these risks. If a new risk becomes apparent after the review, the preschool supervisor and educator work together to amend or create a new plan according to the identified risk. These plans can be found in the preschool risk management plans folder.

<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. This document is kept on the kitchen window and is then placed in the 'cleaning/safety checks folder at the end of each term. The preschool SLSO completes these safety checks. In the event the SLSO is absent the preschool teacher completes the checks. • 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 (GA). This is communicated to the principal, SAM or preschool supervisor who follows this up with the GA. If a trade's person is required, they need to see the school office prior to coming on the preschool premises. • 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</i> or <i>dangerous</i> materials. Items such as: cleaning detergents and chemicals, aerosol cans, medications are stored in either a locked storeroom, staffroom and/or kitchen. • 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. Whole school tree inspections occur by qualified professionals. • Environmental and equipment cleaning is an ongoing process to ensure the preschool is always safe and hygienic. The cleaning schedule is in place and is displayed on the kitchen wall. This outlines what and when items need to be cleaned. • Staffroom, kitchen and storeroom doors are secured with 2 handles to prevent children from gaining access and entering unsupervised. • Electrical outlets covered with safety fittings. • Kitchen cupboard are equipped with safety locks • Intentional teaching and positive reinforcement of safe play and the safe use of equipment. • Adult size equipment or tools only accessible to children under direct supervision, e.g. large scissors, knives for cutting fruit. • Heavy objects positioned in a way that children can't pull them down • Climbing equipment more than 60cm tall placed over cushioning or softfall. • The sandpit is inspected daily. It is raked and debris is removed. The sand is replenished when the sand level drops 100mm below the top edge of the sandpit. The sand pit is covered at the end of each day. • Fire extinguishers and a fire blanket is located in the foyer of the front entrance and maintained yearly. • Clear accessible exit routes.
-------------------------------------	---

<p>Record of procedure's review</p>
<p>Date of review and who was involved</p>
<p>Term 2 – 21st April 2021 by Kristen McNeill & Joanne Jurgeit</p>
<p>Key changes made and reason/s why</p>
<p>Leading and operating department preschool guidelines proforma and key components amended. Appendices added – supervision plan and record of cleaning,</p>
<p>Record of communication of significant changes to relevant stakeholders</p>
<p>Amiee Jahshan - Principal Patricia May – Preschool SLSO Staff covering educator's breaks.</p>

Record of procedure's review
Date of review and who was involved
Term 3 – September 8, 2022 by Joanne Jurgeit
Key changes made and reason/s why
No changes required
Record of communication of significant changes to relevant stakeholders
Amiee Jahshan - Principal Patricia May – Preschool SLSO Staff covering educator's breaks.

Cleaning Schedule Bass Hill Public School Preschool

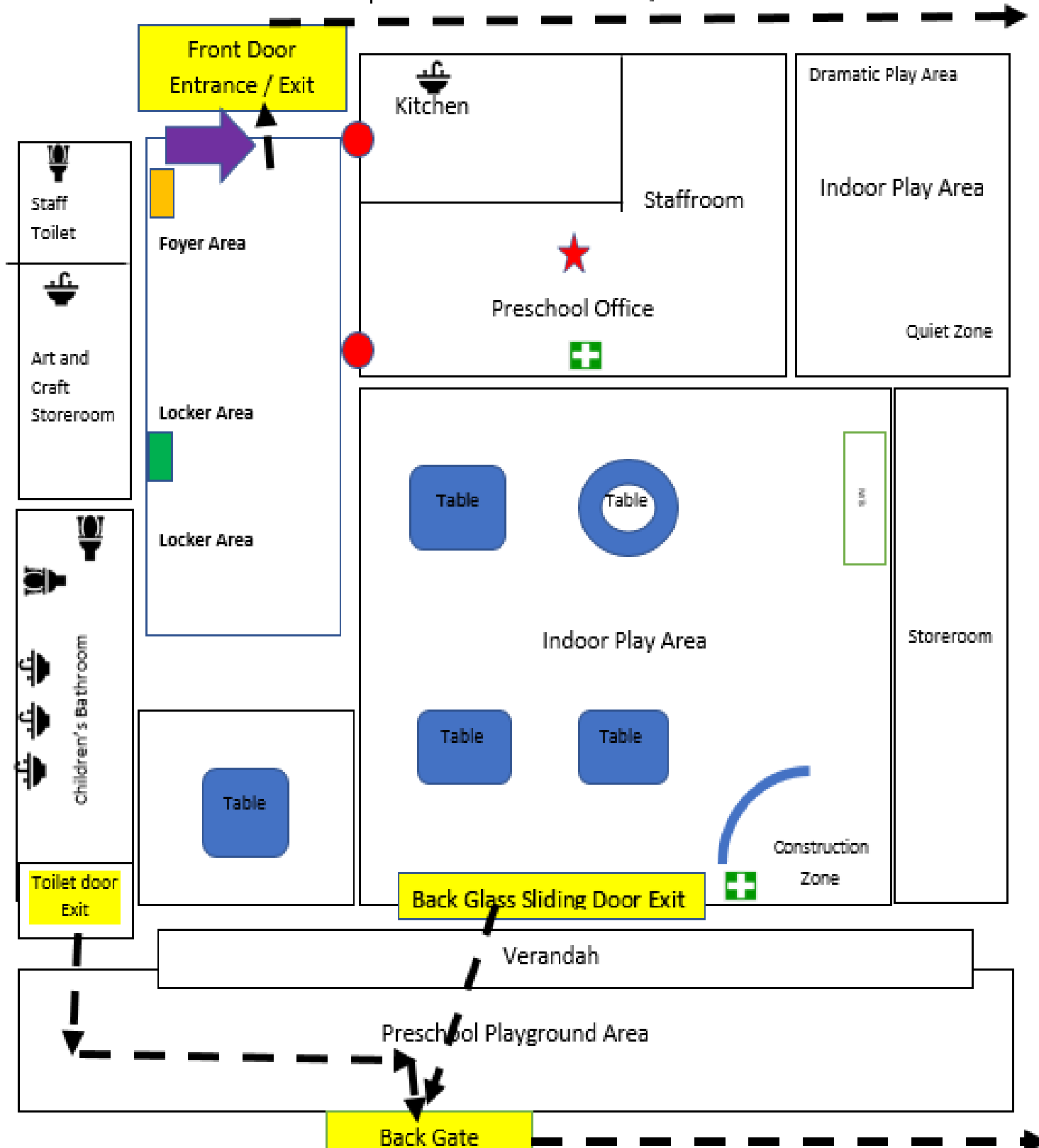
Kitchen	
Floors	Daily - Contract Cleaners Any spills are cleaned immediately by educators
Bench tops and sink	Daily - Educators
Cleaning Cloths <ul style="list-style-type: none"> - Red cloth for kitchen - Blue/ Green cloth for play area e.g. paint and glue - Yellow cloth for cleaning tables after fruit break and lunch 	Daily - Educators
Tea towels	Daily - Educators
Bathroom	
Toilet and Basins	Daily - Contract Cleaners Any spills or accidents cleaned immediately by educators
Room and Furnishing	
Tables	Wiped Daily - Educators
Chairs	End of Term - Educators Spills cleaned immediately
Lockers	Wiped Weekly - Educators
Shelving	Wiped Weekly - Educators
Floors	Hard Floors Vacuumed and Mopped Daily - Contract Cleaners Mats/Carpet area Vacuumed Daily - Contract Cleaners Mats/Carpet area Washed Annually - Contract Cleaners All spills are cleaned immediately by educators
Windows	Weekly - Contract Cleaners
Soft Furnishings	Cleaned End of Term - Educators
Indoor Toys and Play Equipment	
Playdough	Replaced Weekly - Educators
Playdough Cutters	Washed Weekly - Educators
Puzzles	Wiped Before and After Use - Educators
Paint and Glue Brushes and Pots	Cleaned Daily - Educators
Dolls	Washed Week 5 and 10 each term - Educators
Dolls Clothes	Washed Week 5 and 10 each term - Educators
Construction Toys	Washed Week 5 and 10 each term - Educators
Clothing	
Spare Hats	Daily - Educators
Outdoor Toys and Play Equipment	
Sandpit	Raked Daily - Educators
Sandpit Toys	Cleaned End of Term - Educators
Other Outdoor Toys	Cleaned End of Term - Educators
Outdoor Play Equipment Fixed	Cleaned End of Term - General Assistant
Outdoor Play Equipment	Cleaned as necessary - Educators





! DANGER



**Harmful
Chemicals
Stored Here**

Interior Preschool Map



-  Fire Extinguisher/ Fire Blanket
-  Child Sign-In Sheets.
-  Exits
-  Teacher/visitor sign in

Key

-  First Aid Kit
-  You are here
-  Lock Down Shelter