

Preschool Procedure

Providing a child safe environment



Current	Term 3 2019
Next Review	Term 3 2020
Regulation(s)	R. 82, 84, 115, 122, 123, 271
National Quality Standard(s)	<p>2.3.1: Children are adequately supervised at all times.</p> <p>2.3.2 Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury.</p> <p>2.3.4 Awareness of child protection law.</p> <p>3.1.1: Outdoor and indoor spaces, buildings, furniture, equipment, facilities and resources are suitable for their purpose.</p> <p>3.1.2: Premises, furniture and equipment are safe, clean and well maintained.</p>
Relevant DoE Policy and link	Protecting and Supporting Children and Young People Policy PD/20020067/V02 Work Health and Safety (WHS) Policy PD/2013/0454/V01 Child Protection Policy Guidelines
Relevant School Procedure	
DoE Leading and Operating Department Preschools Guidelines	Safety p39
Key Resources	Appendix 1 Kid Safe Sandpits

Preschool staff take reasonable precautions to protect children from harm and hazards are taken by ensuring:

- adequate supervision
- daily safety checks of the environment and equipment are taken and recorded
- there is a process for reporting required maintenance to the general assistant (or principal if urgent)
- the removal of broken or hazardous equipment from areas accessible to children
- secure, labelled storage of hazardous products such as cleaning materials and chemicals in the kitchen
- cleaning schedule is available to view on the glass wall within the kitchen.
- doors and gates secured to prevent children entering areas unsupervised, for example, storerooms, staff toilet
- implementation by all staff of current preschool procedures related to health and safety

- hot water is inaccessible to children
- the intentional teaching and positive reinforcement of safe play and the safe use of equipment
- electrical outlets covered with safety fittings
- adult-size equipment or tools only accessible to children under direct supervision, for example, large scissors, knives for cutting fruit
- heavy objects or furniture positioned in a way that children can't pull them down
- climbing equipment more than 60cm tall placed over cushioning or soft fall
- the sandpit is inspected daily and regular maintenance occurs. The sand is raked over daily to remove debris and replenished when the sand level drops 100mm below the top edge of the sandpit. The sand pit is covered at the end of the day.
- clear, accessible exit routes
- any equipment or furniture being purchased meeting the relevant Australian Standard
- whole school tree inspections by qualified professionals
- hazardous garbage inaccessible to children, for example, used nappies, broken glass are placed in rubbish bins in the kitchen or staff bathroom.
- development of risk assessments for:
 - the general preschool environment (indoors and outdoors)
 - visits into the school
 - evacuation from the preschool
 - potential emergency situations
 - excursions and regular outings
 - individual children with a medical condition
- potentially hazardous products such as cleaning chemicals and aerosol cans are always locked away in a cupboard clearly labelled with a sign to identify what is stored. A copy of the materials safety data sheet is stored in the preschool.
- Fire extinguishers and a fire blanket is located in the foyer of the front entrance and maintained yearly.
- Educators understand their role as "mandatory reporters".