



Providing a child safe environment

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</p>

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		<p>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>

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

	<ul style="list-style-type: none"> • 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	<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. Educators carefully plan where they will position themselves in the environment to prevent children from harm. They place themselves so that together, they can see and hear all of the children in the centre. • By moving around the area, educators can ensure the best view possible of the children. • Educators stay close to children who may need additional support. Their location helps them provide support if necessary. • Whilst indoors, educators are aware of correct ratios (as outlined in the "Providing a child safe environment procedure) and ensure that this is maintained by moving between classrooms and the middle room when necessary. • Whilst outdoors, at least one educator is positioned under the COLA area to supervise this area and the middle room. An educator is also positioned at the back of the playground if children are playing in the boat area, mud kitchen or fairy garden. Another educator is also positioned in or near the sandpit if this area is being utilised. Other educators actively move around the playground according to where the children are playing.
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	<ul style="list-style-type: none"> • There is a risk minimisation plan, highlighting procedures for when children need assistance in the bathroom. Educators always verbally tell another educator when they are doing this and have another educator nearby if assisting a child with changing their clothes or with toileting. • 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. SLSO'S are relieved by another SLSO who is rostered to cover breaks and teachers are relieved by school staff. • To implement the Child Safe Standards: <ul style="list-style-type: none"> — any relieving staff, visitors or volunteers are appropriately supervised to safeguard children's safety and must sign in/out with their name and time of arrival and departure on the appropriate register. — where possible, each staff member remains in the line of sight of other staff members when working with children.
Child protection	<p>Training</p> <ul style="list-style-type: none"> • 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. • Child protection and wellbeing is a standing item during team meetings and the preschool supervisor also addresses any child protection and wellbeing concerns during weekly school executive meetings. <p>Mandatory reporters</p> <ul style="list-style-type: none"> • As a mandatory reporter, 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

	<p>of significant harm concerns to the DCJ, they must report directly to DCJ themselves.</p> <p>Reportable conduct</p> <ul style="list-style-type: none"> • 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 <i>Children’s Guardian Act 2019</i>. • Principals must report to NSW Police and/or Child Protection Helpline if the child is at risk of significant harm. <p>Notification to the Regulatory Authority</p> <ul style="list-style-type: none"> • Notification must be to Early Learning (email earlylearning@det.nsw.edu.au or 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>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. • Each staff member’s WWCC number, expiry date and proof of verification is stored in the staff 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

	<p>Related Workers, with sections 1, 3 and 4 completed and provide 100 points of proof of identity.</p> <ul style="list-style-type: none"> 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 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> <p>Give details of practices and systems in place that do this, for example:</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. 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.

	<ul style="list-style-type: none"> Children’s use of online devices is supervised closely. All devices have child-safe filters installed.
Risk management plan for the preschool environment	<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. These plans are reviewed annually by educators and new plans are written for new risks by the preschool supervisor and shared with educators for input. Preschool environment risk management plans include: <ul style="list-style-type: none"> Climbing on Logs and Pallets Building with blocks Climbing on the Fortress Water Play Spiders Climbing Trees Bathrooms Mud Kitchen Sandpit Area Dry Creek Bed
Clean, hygienic and safe environment	<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 is kept in a labelled folder in the office in the cupboard above the computer next to the fridge. The check is done by the preschool supervisor or classroom teacher. See Appendix 1. Any hazardous or broken items are rectified or removed from areas the children can access. If required, preschool maintenance is written in the maintenance folder in the school staffroom and carried out by the school’s General Assistant. Any major concerns are reported to the school WHS officer and principal via email. The GA organises all trades people when 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</i> or <i>dangerous</i> materials. These items are stored in a locked cupboard in the kitchen office and in the locked laundry. Items may include cleaning products, laundry powder, aerosol cans. There are no toxic plants on the preschool site. Before a new plant is introduced to the site, reference is made to <u>Kidsafe: Grow me safely</u> to determine if it is safe or not.

	<ul style="list-style-type: none"> Environmental and equipment cleaning is an ongoing process to ensure the preschool is always safe and hygienic. There is a cleaning schedule located in the checklist folder in the school office. Toys are cleaned with soapy water on a regular basis, tables cleaned with diluted eucalyptus oil daily. The sandpit (covered at the end of each day) and mud kitchen are raked daily, and salted regularly however both spaces receive adequate sun. If a child has a toileting accident/ vomits in the sandpit, the area is cordoned off, the area affected is removed and then water with disinfectant is applied to contaminated area.
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Record of procedure's review

Date of review	10/11/23
Who was involved	Preschool Staff, families, children
Key changes made and reason why	Changed to new DoE template
Record of communication of significant changes to relevant stakeholders	<p>Principal: Helen Te Rata</p> <p>Staff: all preschool staff read, reflected, and signed off. Procedure also posted on Sentral for K-6 staff to engage with.</p> <p>Emailed to P&C representatives.</p> <p>Parents: notified via Seesaw. Please note, parents must be notified at least 14 days prior to a change that may have a significant impact on their service's provision of education and care or a family's ability to use the service.</p>

Appendix 1

Preschool Resources Cleaning Regime

*disinfectant- diluted eucalyptus oil/water (1:10)

<u>When</u>	<u>What</u>	<u>How</u>	<u>Who</u>
Daily	<ul style="list-style-type: none"> - Paint brushes, paint pots, glue brushes, glue pots if emptied, craft resources, - Easels - Lunch tables and chairs - Resources placed in children's mouths or handled by sick students - Carpets - Children's Bathroom (during the day, as needed) - Sensory toys - Bin lids - Food trolley - Sandpit and beach area raked 	Detergent & water Disinfect Vacuum Mop Disinfectant Detergent and water	Staff Staff Staff Contract Cleaner Staff/Contract Cleaner Staff Staff
Daily	<ul style="list-style-type: none"> - Toilets - Hand basins - Floors - Outdoor Equipment - checked for spiders, cobwebs, wasps nests etc - Bins Emptied 	Antibacterial wipes Disinfectant	Staff & contract cleaners Staff Contract cleaners
Weekly	<ul style="list-style-type: none"> - Outdoor area - Home corner furniture and resources - Toys - Puzzles - Paint smocks - Fridge (Children's lunches) - Dress up clothing/cushions/sheets - Play dough - Sandpit salted and raked 	Sweep, disinfect, hose Detergent & water Disinfectant/ Wipes Washed in machine Water & detergent New batch	Staff
Monthly	Garbage bins (inside & lids)	Disinfectant Antibacterial wipes (lids)	Staff
Per Term	<ul style="list-style-type: none"> - Fridge - Rafters - Carpet 	Detergent	Staff Cleaning Contractor
Per Semester	<ul style="list-style-type: none"> Staff kitchen cupboards and refrigerator - Sand (refill at beginning of Term 1 & Term 3) - Sheds – sort & audit resources 	Detergent	Staff General Assistant Staff
Annual	<ul style="list-style-type: none"> - All toys - Furniture (table, chairs, shelving) - Carpets (steam cleaned) - Pest control - Gutters 	Detergent/disinfectant	Staff Contract Cleaners Contract Pest Control Contractors/GA