

Coonamble Public School Preschool



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	<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. 	

<p>Preschool supervisor</p>	<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 includes:</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 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 is adjusted for 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). ● 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. Two preschool educators take a break at a time and are replaced by staff who are familiar to the preschool and the children.

<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. This is done through one on one discussions and recording any concerns on Sentral as a confidential anecdotal report. The AP Preschool then monitors these concerns and follows up using the Department of Educations child protection procedures. If an urgent child protection issue occurs it must be reported directly to the Executive Principal to be followed up as a serious incident and the educator is to record the incident on Sentral as an anecdotal record. ● Notification of a serious incident is made to Curriculum Early Years (formally 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. Each staff member's WWCC number, expiry date and proof of verification stored on the staff office door in a staff file. ● 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. It identifies potential risks in both the indoor and outdoor environment, and describes steps taken to reduce or minimise these risks. All staff are involved in the review of the plan during a Preschool meeting. The plan is available on Google Drive, on the foyer iPad and in the folder in the office labeled risk assessments. If a new risk becomes apparent it is the responsibility of the person who noticed the risk to report it to the Preschool AP, who will then update the risk plan.

**Preschool
environment**

- 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. These records are kept on the bench by the back door and in the back store room. The Preschool Teacher completes the indoor checklist and the Preschool SLSO who begins at 8.30am checks the outdoor checklist.
- Any hazardous or broken items are rectified or removed from areas the children can access.
- Preschool maintenance and monitoring is carried out by the school's General Assistant. The GA has a preschool book in the school staff room, that they must register every Thursday. It contains a maintenance schedule for preschool equipment, surfaces and gardening. Staff may add additional items to this book. If there is urgent maintenance the preschool staff contact the School Administration Officer and they arrange trades people.
- All potentially hazardous products and materials are stored with a 'safety data sheet' securely and inaccessible to children in the cleaning storeroom. The area in which they are stored is labelled as containing *hazardous* or *dangerous* materials.
- 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.
- The car park gates are closed at 10am and opened again at 2.30pm.
- Colour coded cleaning cloths and mops are used to ensure cross contamination does not occur.
- Environmental and equipment cleaning is an ongoing process to ensure the preschool is always safe and hygienic. Cleaning of all items is conducted within the monthly cycle and at point of need. Items which are cleaned are recorded in the cleaning register.

Items are cleaned by :

- ★ Preschool Hats - Weekly in the washing machine
- ★ Fixed equipment and outdoor soft fall and cement - hosed and washed with soapy water, when required.
- ★ Sandpit- sand is turned over monthly to reduce moisture and stop sand from turning sour. If required salt is also applied to the sand pit and watered in. The sand pit is securely covered with a mesh cover, which allows rain water to clean the sandpit. Sand level is topped up to maintain 100mm from the top of the sandpit edging.
- ★ Soft toys and fabric items - washing machine with detergent
- ★ Hard toys - dishwasher with detergent or a bucket and soapy water
- ★ Outside toys - soapy water

	<ul style="list-style-type: none"> ★ Mats - soapy water ★ Tables, cabinets and chairs - soapy water ★ Blocks - soapy water <p>Detergent and water will be used for all general environmental cleaning. The use of disinfectant is only necessary if a surface is contaminated with potentially infectious material. However, the surface needs to be cleaned with detergent and water before using disinfectant. Refer to Staying Healthy: Preventing infectious diseases in early childhood education and care services (5th Edition)</p> <ul style="list-style-type: none"> ● Joss are employed to complete daily cleaning including vacuuming, dusting, mopping, window cleaning, emptying bins, bathroom cleaning etc.
<p>Safe Food Handling</p>	<ul style="list-style-type: none"> ● Coonamble Public School recognises the importance of safe handling of food. ● Staff at CPS will: <ul style="list-style-type: none"> ❖ Ensure food is not handled by anyone who is ill. ❖ Cover or seal any cuts and sores prior to handling food. ❖ Wipe down tables prior to eating with soapy water and a damp cloth. ❖ Ensure food is prepared on a surface that has been wiped with soapy water and has a clean table cloth. ❖ Wash and dry hands before and after food preparation. Gloves are available for use also. ❖ Use tongs or spoons to serve food (fruit and vegetable platters). ❖ Support children to wash and dry their hands before preparing food and before and after eating. Utensils must be monitored to ensure good hygiene is maintained. ❖ Wash fruit and vegetables prior to preparing. ❖ Wipe tables with soapy water and a damp green cloth for inside tables or yellow damp cloth for outside tables prior to and after eating. ❖ Clean kitchen benches with a damp blue cloth and soapy water. ❖ Provide and refer to posters in the kitchen area as a reminder of correct procedure for food handling. ❖ Explicitly teach children how to use sharp knives and monitor the use of sharp knives. ❖ Ensure cleaning cloths are changed regularly. ❖ Ensure chopping boards are replaced as required. ❖ Use appropriate colour coded chopping board for food preparation ie red = raw red meat, yellow = raw chicken, brown = cooked meat, blue = seafood, white = dairy and bakery, green = fruit and vegetable.

	Refer to Staying Healthy: Preventing infectious diseases in early childhood education and care services (5th Edition)
Electrical and Fire Safety	<ul style="list-style-type: none"> • All electrical equipment will be well maintained. Electrical cords will be secured safely away from children’s reach and power points fitted with protectors, to ensure children’s safety. • When not in use, equipment will be stored in a safe place that is inaccessible to children. • Fire extinguishers must be placed appropriately throughout the building, as in the rest of the school, and a fire blanket, kept adjacent to any cooking facilities. • Fire extinguishers will be checked yearly and this is monitored by the Health and Safety Team.
Animals in the Preschool	<ul style="list-style-type: none"> • Animals used in the preschool educational program can provide valuable learning experiences for children. Animals can help children care for other living things and teach a sense of responsibility, caring and tolerance. Staff must supervise children at all times when in contact with animals and good hygiene practices are to be followed, as animals can pass on both minor and serious diseases to humans. • The following procedures are a good guide: <ul style="list-style-type: none"> ❖ All children and adults wash their hands thoroughly after handling animals, especially before touching food ❖ Animals’ food and water containers must be kept separate from any areas used for food preparation for children ❖ Animals must be kept off tables where food is prepared and served ❖ Animals should be well cared for and kept healthy ❖ Animal enclosures and cages must be kept clean ❖ If an animal is unwell, the advice of a vet must be sought ❖ Children should not handle animals that are unwell.

Record of procedure’s review
Date of review and who was involved
9/3/2021 Carolyn Jones, Emma Horan, Natalie Kenny and Annette Thomson
Key changes made and reason/s why
Format was changed to make procedure more comprehensive.

Record of communication of significant changes to relevant stakeholders

Procedure will be presented at the next P&C meeting by Anette Thomson and added to Kinderloop for parents/carers to view.

Record of procedure's review

Date of review and who was involved

2/3/2022 Carolyn Jones, Leanne McMaster, Miriam McKeown and Shiralee Robinson

Key changes made and reason/s why

The addition of closing and opening the car park gates.

Record of communication of significant changes to relevant stakeholders

Procedure will be presented at the next P&C meeting by Anthea Robinson and added to Kinderloop for parents/carers to view, to provide families the opportunity to contribute to the review.

Record of procedure's review

Date of review and who was involved

14/3/2023 Leanne McMaster, Miriam McKeown and Shiralee Robinson

Key changes made and reason/s why

formatting and a change to a link

Record of communication of significant changes to relevant stakeholders

Procedure will be presented at the next P&C meeting by Anthea Robinson and added to Kinderloop for parents/carers to view, to provide families the opportunity to contribute to the review.