



Sustainability Procedure

The objective of this procedure is to ensure all staff at Coonamble Public School Preschool promote children to become socially responsible and show respect for the environment through embedded sustainability practices within the daily routine, the practices and program.

Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
3.2		Pg 44 - Environmentally responsible
Pre-reading and reference documents		
Early Years Learning Framework		
Related procedures		
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 ● this procedure is stored in the preschool and it is accessible to all staff, families, visitors and volunteers ● that they are actively involved in the review of this procedure, as required, or at least annually ● the details of this procedure's review are documented.
<p>Procedure</p>	
<p>Containers and Repurposed Equipment</p>	<p>Children and their families will be encouraged to bring in empty containers and or boxes that can be re-used for craft, home corner or outdoor play.</p> <p>Loose parts in the playground and inside are repurposed materials and items, given new life in the preschool.</p> <p>Larger preschool art works will be created from items collected from families and the school community.</p>
<p>Water</p>	<p>Children and staff will be conscientious of water use. Limiting the amount of water used in play throughout the day. All spilled water from the sink will drain onto the garden bed behind. Taps will be turned off after each use.</p> <p>When using the bathroom, children are encouraged to 'turn off the tap' when finished to save water.</p>
<p>Recycled Paper</p>	<p>The children create recycled paper once a year using used paper scraps. They will also use the blank side of appropriate paper scraps from the printer to draw on and use recycled paper to cut.</p>

	Confidential documents are shredded and the shredded paper is used for gardening and craft activities.
Chickens	<p>Once a year the children use an incubator to hatch chickens. The chickens are then raised under a light, until they are ready to be sent to community/families to be cared for and grown into egg laying chickens.</p> <p>The chickens as they grow are added to the school chickens or other arrangements are made. The school chickens lay eggs, which are collected by the children and used in our cooking program. The children also water and feed these chickens, using food scraps, which are not composted.</p>
Worm Farm	<p>Children will learn about composting/worm farms and how our preschool is being sustainable by keeping our food scraps out of landfill.</p> <p>Children will place all food scraps into a work farm/compost bucket, which will then be placed into the worm farm or fed to the chickens in the afternoon.</p> <p>Shredded paper will be taken from the office and placed into the worm farm.</p> <p>The children will help to air rate the worm farm and place composted soil into the vegetable patch.</p>
Vegetable Patch	<p>The vegetable patch is planted, by the children, with seasonal plants. The patch is then maintained by the children, watering and weeding. The children then harvest the plants throughout the year and as a class cook the produce, at least weekly. The food is served for afternoon tea.</p> <p>Families are also invited to take produce home, when there is an abundance.</p>
Electricity	<p>Staff and children conserve electricity by using natural sunlight, when available, to illuminate the classroom. Children are taught about the importance of conserving electricity by only using air conditioners and heaters when necessary and turning off appliances and lights when leaving a room. Staff also model this behaviour.</p>

Record of procedure's review
Date of review and who was involved
25/5/2021 Carolyn Jones, Emma Horan, Natalie Kenny and Anthea Robinson
Key changes made and reason/s why
Format was changed to make the procedure more comprehensive and in line with the 'Leading and Operating Department Preschool Guidelines'
Record of communication of significant changes to relevant stakeholders
Procedure will be presented at the next P&C meeting by Annette Thomson and added to Kinderloop for parents/carers to view.

Record of procedure's review
Date of review and who was involved
18/5/2022 Carolyn Jones, Leanne McMaster, Miriam McKeown and Annette Thomson
Key changes made and reason/s why
No changes made
Record of communication of significant changes to relevant stakeholders
Procedure will be presented at the next P&C meeting by Annette Thomson and added to Kinderloop for parents/carers to view.

Record of procedure's review

Date of review and who was involved

3/5/23 Carolyn Jones, Leanne McMaster, Shiralee Robinson, Miriam McKeown and Annette Thomson

Key changes made and reason/s why

Removal of the bokashi box and the addition of the worm farm

Record of communication of significant changes to relevant stakeholders

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