**Ashcroft Public School Preschool Procedure**

**Providing a child safe environment**

**Reviewed: 2020 To be reviewed: 2021**

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| **Education and care services regulation/s** | **NSW Department of Education policy, procedure or guidelines** |
| [Regulation 168(2)(h)](http://www.austlii.edu.au/au/legis/nsw/consol_reg/eacsnr422/s168.html) | The following department policies and relevant documents can be accessed from the preschool section of the department’s [website](https://education.nsw.gov.au/teaching-and-learning/curriculum/preschool/policies-and-procedures);* Protecting and Supporting Children and Young People Policy PD/2002/0067/V02
* Working with Children Check Policy PD/2005/0264/V07
* Work Health and Safety (WHS) Policy PD/2013/0454/V01
* Child Protection – Allegations Against Employees Policy DOC16/1020544
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| **Procedures:** |
| **Child Protection*** All school staff are mandatory reporters, and as such will notify our principal and/or delegate of any concerns related to a child being in danger or abused.
* If notifications are to be made, that the Early Learning Unit will be notified and appropriate steps will be taken in regards to the notification.
* All staff will complete annual online child protection training, generally on one of the staff development days at the start of the year.
* No hot water will be accessible to the children in the preschool, ie. The hot taps do not operate.
* Adults may carry and consume hot drinks only in an approved thermal mug with a lid so none can be accidently spilt. Hot drinks are not to be consumed in any area with direct contact to children.

**Supervision*** All educators will maintain active supervision of all children, at all times. When educators supervise children, they will not perform other duties which would affect the quality of their supervision and their interactions with children.
* All educators will be aware of potential hazards to ensure the risk of illness, accidents and harm is reduced wherever possible.
* All educators need to take a common-sense approach to ensure children are adequately supervised if the preschool’s toilets are not visible or easily accessible from the preschool room.
* A headcount will be conducted before leaving the preschool to go to another location within the school; during the activity outside the preschool; and upon arrival back at preschool
* A headcount will be conducted by the SLSO as children arrive and depart to ensure all children are accounted for.
* Signage on our door and gate will remind families to close the gate securely and ensure no child other than their own leaves the preschool with them.
* As families arrive, one educator will be stationed at the door to welcome parents and ensure children stay in the classroom after their parent/s has left. Our arrival and departure register is located in the preschool foyer. On arrival, parents or carers must sign-in their child, recording the time next to their name, as well as a signature. They are then encouraged to apply sunscreen to their child, and bring their child into the preschool play area.
* After the children have arrived for the day, one educator will bring the sign in book inside the classroom (from the entrance) and place on top of the lockers
* The preschool gate is closed at 9:30am, the preschool can be accessed after this time, via the main school office on Sheriff Street. The school gates and preschool door reopen at 2:45pm.
* During the start of the year, as children transition into the preschool, an additional SLSO will work in the preschool to assist in the morning for drop off (9:00 – 9:15am) and afternoon for pick up (2:45 – 3:00pm)
* A separate form will be used for parents to complete and sign to give permission for a *one-off* unauthorised person to collect their child. Parents will complete this in the morning if staff are informed, or the next day, if the parent calls throughout the day. These forms will be kept near the sign on/out register.
* After all children have left the premises for the day, the educators will pack away the environments.

**Exit procedures*** The group will commence packing away resources and equipment at 2:40pm
* The children will be seated on the floor by 2:45pm with their bags ready to go home. The teacher will supervise the children, engaging them in an activity, eg. reading a story, singing songs. The IWB will not be used. The teacher will maintain a headcount as the children are dismissed
* The external door will be unlocked at 2:50pm for families to come in.
* From 2:50, an SLSO will be stationed at the inside door welcoming families and physically opening and closing the door
* If a parent needs to speak with the teacher at this time, then the SLSO will move from the entrance door to supervise the children OR the parent will be asked to wait until all children have been collected

**Daily safety checks*** Educators will complete a daily safety check each morning, before the children arrive to ensure the premises are safe and free of any hazards. The educator completing the check will sign the relevant section in the register when completed. Any hazards which she cannot rectify, will be reported to our principal or general assistant.

**Risk Management*** Educators will annually develop risk management plans to identify and reduce hazards and harms for the general environment and visits into the main school (including evacuating to the evacuation point).
* Preschool will participate in the required number of mandatory safety drills each term. Documentation can be found at the Preschool.

**Cleaning*** Our Preschool educators will ensure that furnishings and play equipment are checked regularly and kept in a safe, clean and hygienic condition. All rooms, toilets and communal areas are cleaned daily by contracted cleaners.
* Detergent and water will be used for all general environmental cleaning.
* Mandatory cleaning register is kept up to date and is located in the Preschool.

**Sandpit*** The sandpit will be securely covered when not in use to prevent contamination. It will be checked daily and cleaned periodically. This will be done by digging the sand over monthly to reduce moisture and stop the sand from turning sour.
* The sand will be renewed as necessary and kept topped up.

 **Buildings and equipment*** All buildings and equipment will be safe and in good repair.
* Urgent minor repairs for the preschool will be carried out as for all other areas in the school.
* Playground equipment must be safe and in good repair. It should not pose any fall, pinch, crush or trap hazard to the children.
* The fixed equipment is over soft fall. Any climbing equipment higher than 500mm will be set up over the soft fall.

**Electrical and fire safety*** 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 and our fire blanket will be checked yearly, as per the whole school schedule.

**Chemical safety*** All cleaning materials and disinfectants will be kept in a locked cupboard.
* They must be labelled with a description of contents and directions for their use.

**Plants in the preschool**Any plants or vegetation that pose any risk of injury or severe discomfort or poisoning will be identified and maintained, or removed to ensure that they are no longer a hazard to children in the preschool. |