



ASHCROFT PUBLIC SCHOOL

Providing a Child Safe Environment

Reviewed: 11/2022

To be reviewed: 2023

Associated National Quality Standards	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
<p>2.2</p> <p>3.1</p>	<p>Regulation 84</p> <p>Regulation 103</p> <p>Regulation 105</p> <p>Regulation 109</p> <p>Regulation 115</p> <p>National Law S.165</p> <p>National Law S.166</p> <p>National Law S.167</p>	<p>Leading and Operating Department Preschool Guidelines</p> <p>Child Protection Policy: Responding to and reporting students at risk of harm</p> <p>Working with Children Check policy</p> <p>Child Protection: Allegations against employees</p> <p>Work health and safety (WHS) policy</p> <p>Student safety tools and procedures</p> <p>Working with children check: Declaration for volunteers</p>
<p>Pre-reading and reference documents</p>		
<p>ACECQA Information sheet - Active supervision: Ensuring safety and promoting learning</p> <p>Kidsafe: Child Accident Prevention Foundation of Australia</p> <p>Kidsafe: Grow me safely</p>		
<p>Key resources</p>		
<p>Early Childhood Australia's Code of Ethics- this document can be accessed via the preschool section of the department's website.</p>		
<p>Procedure</p>		
<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. • Notification of a serious incident is made to 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. • No hot water will be accessible to the children in the preschool. 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 accidentally spilt. Hot drinks are not to be consumed in any area with direct contact to children. 	
<p>Preschool Entry Procedures</p>	<ul style="list-style-type: none"> • 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. 	

	<p>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.</p> <ul style="list-style-type: none"> • The preschool gate is closed at 9:10am, 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 <i>one-off</i> 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.
Preschool Exit procedures	<ul style="list-style-type: none"> • The group will commence packing away resources and equipment at 2:30pm • The children will be seated on the floor by 2:40pm with their bags ready to go home. The teacher will supervise the children, completing the Afternoon Routine, e.g. reading a story, singing songs, maths and literacy activities. The teacher will maintain a headcount as the children are dismissed • The external door will be unlocked at 2:45pm for families to come in. • Once parents begin to arrive, the preschool teacher will be stationed at the inside door welcoming families. During this time, the SLSO will complete the afternoon routine with the children who are seated on the floor. • After all children have left the premises for the day, the educators will pack away any remaining resources in the environments.
Working with Children Checks	<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. Staff who work in the Preschool will have their WWCC number kept in the staff folder. All other school staff have theirs kept up at the school office. • 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.
Daily safety checks	<ul style="list-style-type: none"> • 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 they cannot rectify, will be reported to our principal or general assistant. Any hazardous or broken items are rectified or removed from areas the children can access. • All educators will be aware of potential hazards to ensure the risk of illness, accidents and harm is reduced wherever possible. • 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.
Risk Management	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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.

	<ul style="list-style-type: none"> Disinfectant spray will be used for all general environmental cleaning. Mandatory cleaning register is kept up to date and is located in the Preschool.
Sandpit	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<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 and our fire blanket will be checked yearly, as per the whole school schedule.
Chemical safety	<ul style="list-style-type: none"> 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.

Record of procedure's review	
Date of review and who was involved	
03/11/2022	Karen Ali, Sarah Philp, Shayla Rash
Key changes made and reason/s why	
Sections created to make procedure clearer to follow	
Record of communication of significant changes to relevant stakeholders	
Procedure displayed in preschool foyer and communicated to staff at staff meeting.	

Copy and paste a new table to record each occasion the procedure is reviewed.