### Preschool providing a child safe environment procedureText Box

| **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** |
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| **NQS: 2.2, 3.1**    **Law Section: 162A, 165, 166,**  **167**    **Regulations: 84, 103, 105, 109,**  **115** | Leading and operating department preschool guidelines  [Child Protection policy –](https://education.nsw.gov.au/policy-library/policies/pd-2002-0067) [Responding to and reporting](https://education.nsw.gov.au/policy-library/policies/pd-2002-0067) [students at risk of harm](https://education.nsw.gov.au/policy-library/policies/pd-2002-0067)  [Child Protection – Allegations](https://education.nsw.gov.au/policy-library/policies/pd-2005-0263) [against employees](https://education.nsw.gov.au/policy-library/policies/pd-2005-0263)  [Working with Children Check](https://education.nsw.gov.au/policy-library/policies/pd-2005-0264) [policy](https://education.nsw.gov.au/policy-library/policies/pd-2005-0264)  [Department web page – Child](https://education.nsw.gov.au/student-wellbeing/child-protection) [Protection](https://education.nsw.gov.au/student-wellbeing/child-protection)  Barlu Kurli - [**Supervision floor plan**](https://schoolsnsw.sharepoint.com/:p:/r/sites/msteams_f99246/Shared%20Documents/General/Preschool/%23PRESCHOOL/2023/Procedures/Supervision%20plan%20-%20Barlu%20Kurli%20Preschool.pptx?d=w0dce773b8b694ba2b9607cee84842509&csf=1&web=1&e=5WcipY) | ACECQA information sheets:   * [Active supervision –](https://www.acecqa.gov.au/sites/default/files/2023-01/QA2_ActiveSupervision_EnsuringSafetyAndPromotingLearning.pdf) [Ensuring safety and](https://www.acecqa.gov.au/sites/default/files/2023-01/QA2_ActiveSupervision_EnsuringSafetyAndPromotingLearning.pdf) [promoting learning [PDF](https://www.acecqa.gov.au/sites/default/files/2023-01/QA2_ActiveSupervision_EnsuringSafetyAndPromotingLearning.pdf) [910 KB]](https://www.acecqa.gov.au/sites/default/files/2023-01/QA2_ActiveSupervision_EnsuringSafetyAndPromotingLearning.pdf) * [Minimising the risk of](https://www.acecqa.gov.au/sites/default/files/2023-01/QA2_MinimisingTheRiskOfChildrenBeingMistakenlyLockedInOrOutOfServicePremises.pdf) [children being mistakenly](https://www.acecqa.gov.au/sites/default/files/2023-01/QA2_MinimisingTheRiskOfChildrenBeingMistakenlyLockedInOrOutOfServicePremises.pdf) [locked in or out of service](https://www.acecqa.gov.au/sites/default/files/2023-01/QA2_MinimisingTheRiskOfChildrenBeingMistakenlyLockedInOrOutOfServicePremises.pdf) [premises [PDF 478 KB]](https://www.acecqa.gov.au/sites/default/files/2023-01/QA2_MinimisingTheRiskOfChildrenBeingMistakenlyLockedInOrOutOfServicePremises.pdf)   [Kidsafe NSW](https://www.kidsafensw.org/)  [Implementing the Child Safe](https://education.nsw.gov.au/content/dam/main-education/early-childhood-education/working-in-early-childhood-education/media/documents/Guide_Child_Safe_Standards.pdf) [Standards – A guide for early](https://education.nsw.gov.au/content/dam/main-education/early-childhood-education/working-in-early-childhood-education/media/documents/Guide_Child_Safe_Standards.pdf) [childhood education and outside](https://education.nsw.gov.au/content/dam/main-education/early-childhood-education/working-in-early-childhood-education/media/documents/Guide_Child_Safe_Standards.pdf) [school hours care services [PDF](https://education.nsw.gov.au/content/dam/main-education/early-childhood-education/working-in-early-childhood-education/media/documents/Guide_Child_Safe_Standards.pdf)  [3.7 MB]](https://education.nsw.gov.au/content/dam/main-education/early-childhood-education/working-in-early-childhood-education/media/documents/Guide_Child_Safe_Standards.pdf)  [Keeping our kids safe – Cultural](https://www.snaicc.org.au/wp-content/uploads/2021/06/SNAICC-VACCA-OCS-ChildSafeReport-LR-with-alt-tags-May2021.pdf) [safety and the national principles](https://www.snaicc.org.au/wp-content/uploads/2021/06/SNAICC-VACCA-OCS-ChildSafeReport-LR-with-alt-tags-May2021.pdf) [for child safe organisations [PDF](https://www.snaicc.org.au/wp-content/uploads/2021/06/SNAICC-VACCA-OCS-ChildSafeReport-LR-with-alt-tags-May2021.pdf)  [13.1 MB]](https://www.snaicc.org.au/wp-content/uploads/2021/06/SNAICC-VACCA-OCS-ChildSafeReport-LR-with-alt-tags-May2021.pdf)  [ACECQA information sheet –](https://www.acecqa.gov.au/sites/default/files/2023-08/InfoSheet_EmbeddingTheNationalChildSafePrinciples_1.pdf) [Embedding the national child](https://www.acecqa.gov.au/sites/default/files/2023-08/InfoSheet_EmbeddingTheNationalChildSafePrinciples_1.pdf) [safe principles](https://www.acecqa.gov.au/sites/default/files/2023-08/InfoSheet_EmbeddingTheNationalChildSafePrinciples_1.pdf)  ACECQA’s policy and procedures guidelines – [Providing a child safe environment](https://www.acecqa.gov.au/sites/default/files/2023-08/PolicyGuidelines_ProvidingAChildSafeEnvironment.pdf)  [Department of Communities and](https://www.facs.nsw.gov.au/families/Protecting-kids/reporting-child-at-risk/harm-and-neglect/chapters/signs-of-abuse) [Justice – signs of abuse](https://www.facs.nsw.gov.au/families/Protecting-kids/reporting-child-at-risk/harm-and-neglect/chapters/signs-of-abuse) |
| **Pre-reading and reference documents** | | |
| [ACECQA Information sheet - Active supervision: Ensuring safety and promoting learning](https://www.acecqa.gov.au/media/22946)  [Kidsafe: Child Accident Prevention Foundation of Australia](https://kidsafe.com.au/)  [Kidsafe: Grow me safely](https://www.kidsafensw.org/growplantssafely/#plants-to-avoid) | | |
| **Staff roles and responsibilities** | | |
| **School principal**  (These tasks may be delegated to other members of the preschool team, but responsibility sits with the principal.) | The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool.  The principal is responsible for ensuring:   * 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. * 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 | |
| **Preschool educators**  (This includes all staff; casuals, lunch cover, volunteers and anyone else who works in the preschool) | The preschool educators are responsible for working with leadership to ensure:   * 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. * 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. | |
| **Procedure** | | |
| **Adequate supervision** | * The preschool children are adequately supervised at all times. * [A supervision plan](https://schoolsnsw.sharepoint.com/:p:/r/sites/msteams_f99246/Shared%20Documents/General/Preschool/%23PRESCHOOL/2023/Procedures/Supervision%20plan%20-%20Barlu%20Kurli%20Preschool.pptx?d=w0dce773b8b694ba2b9607cee84842509&csf=1&web=1&e=5WcipY) is in place to support active supervision. It makes note of 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. Staff rosters are in place to | |
| **Child protection** | **Keeping children safe**   * As per department policy, as *mandatory reporters*, 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 *Mandatory Child Protection Training* annually. * Preschool educators are encouraged and supported to raise and discuss any child protection concerns they have. Child protection and wellbeing is discussed during team meetings on a fortnightly basis. * Notification of a serious incident is made to Early Learning (phone 1300 083 698) when:   + 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.   **Allegations against staff of ‘reportable conduct’**   * All staff and volunteers who become aware of an allegation of a child protection nature about themselves or another employee must inform the principal. * If the 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 Children's Guardian Act 2019. * Principals must report to NSW Police and/or Child Protection Helpline if the child is at risk of significant harm. | |
| **Working with children checks** | * All department staff hold a current *Working with Children Check* valid for paid work and verified by the department. Each staff member’s WWCC number, expiry date and proof of verification stored in the staff file locked in the filing cabinet in the preschool office. * Parents and close relatives volunteering in the preschool do not require a WWCC clearance, but must complete [a declaration](https://policies.education.nsw.gov.au/policy-library/associated-documents/non-child-related-declaration-wwcc.pdf) and provide 100 points of proof of identity. | |
| **Risk management plan** | * 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. ECT, preschool educators and the principal are involved in reviewing the plan. Staff can access the updated plan on teams. If a new risk becomes apparent after the review, the principal is responsible for adding it to 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. This record is kept in the preschool office. ECT and Educators take turns of updating the record. * Any hazardous or broken items are rectified or removed from areas the children can access. * If required, preschool maintenance is carried out by the school’s General Assistant. All maintenance that is required is logged in the whole school GA book, located in the office at the main school site. If trades persons are required, this request needs to be in writing through the principal. * All potentially hazardous products and materials are stored securely and inaccessible to children. The area in which they are stored is labelled as containing *hazardous* or *dangerous* materials. All potentially hazardous products are stored in either the locked kitchen cupboard which is inaccessible to children or the laundry which is locked and inaccessible to children. Items that are stored are (Cleaning detergents and chemicals, aerosol cans, medications. * 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](https://www.kidsafensw.org/growplantssafely/#plants-to-avoid) to determine if it is safe or not. * Environmental and equipment cleaning is an ongoing process to ensure the preschool is always safe and hygienic. A cleaning schedule is in place to indicate which items or areas are cleaned and when. This document is signed off by educators. The sand pit is raked daily. The mud kitchen is hosed down after the end of the week. Hot, soapy water is used to clean all toys and dried in the sun. * All educators as part of induction are orientated to the protocols for visitors entering and exiting the Preschool setting | |
| **Child safe standards**  **Child safe culture**  **Safe online environments** | At Barlu Kurli we believe in and ensure all educators and leaders contribute to the creation and maintenance of a child safe culture. We achieve this through:  **Child safe culture**  The preschool makes a public commitment to child safety, by:   * Using the ongoing 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.   **Safe online environments**  At Barlu Kurli we believe in and ensure all educators and leaders contribute to the creation and maintenance of safe use of online environments. We achieve this through:   * Ensuring consent to access online learning tools is collected from all families at enrolment meetings and recorded on their enrolment record * List of publishing and online access consent for the class is exported and used for quick reference by educators in program documentation and planning processes * Educators use safe online learning tools such as <https://www.esafety.gov.au/key-issues/esafety-guide/youtube-kids> and <https://video.link/> for YouTube and other materials to ensure digital learning material for children is safe. * Children’s use of online devices is supervised closely. All devices have child safe filters installed. | |

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| Record of procedure’s review |
| **Date of review and who was involved** |
| 28/03/24 |
| **Key changes made and reason/s why** |
| Section added to address child safe standards. These included, enhanced child protection guidance, the creation of a child safe culture and the safe use of online environments. Supervision plan is also linked in the procedure for ease of quick reference and review when required.  Section added re access to Preschool building protocols |
| **Record of communication of significant changes to relevant stakeholders** |
| Term 4 Week 3 team meeting – the updated written procedure will be circulated to the team and printed to replace older versions in the preschool procedures folder. Meeting attended by Chrissie Ashby, Nadia Mills, Rylee Wall, Marsha Harris. Email sent to other members of preschool team 23/10/23  Email to Preschool 03/04/24 and discussed at meeting 08/04/24 |

#### Record of procedure’s review (master – copy before use)

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| Date of review |  |
| Who was involved | ECT in consultation with the preschool supervisor and preschool educator team.  The principal approved changes and access to current procedures is available to the executive team and anyone who may relieve in the preschool. |
| Key changes made and reason why |  |
| Record of communication of significant changes to relevant stakeholders | Principal:  Staff:  Parents:  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. |