

Barlu Kurli Preschool Procedure

Providing a child safe environment

Reviewed: February 2019



Education and care services regulation/s	NSW Department of Education policy, procedure or guidelines	Preschool Handbook reference	School policy or procedure, where applicable
<p><u>Regulation 168(2)(h)</u></p>	<p><u>Protecting and Supporting Children and Young People Policy</u></p> <p><u>Protecting and supporting children and young people procedures</u></p> <p><u>Student Safety</u> information designed to provide quick access to risk management policies, procedures and tools to ensure a child safe environment</p> <p><u>Working with Children Check Policy</u></p> <p><u>Overview of principal responsibilities under the WWCC policy and procedures – what to upload to the AZT</u></p> <p><u>Work Health and Safety (WHS) Policy</u></p> <p><u>Child Protection – Allegations Against Employees Policy</u></p>		
<p><i>Introduction:</i></p> <p>Barlu Kurli Preschool will ensure the environment is safe, clean and well maintained. Children’s awareness of the environment and sustainable practice will be supported through daily practices, resources and interactions. The physical environment, both in and outdoors will support children’s</p>			

learning, safety, levels of engagement and access to positive experiences and inclusive relationships.

Implementation: -

- Fencing and barriers which enclose outdoor areas used by children in the education and care service are maintained to ensure they are of a height and design that prevents children of preschool age from going through, over or under the structure.
- Sufficient furniture, materials and developmentally appropriate equipment are provided and maintained in the service in order to support all children to engage and access the program and develop their developing skills and independence.
- Adequate space requirements are maintained in both the indoor and outdoor environments.
- Toilet, washing and drying facilities are developmentally and age appropriate and are located and designed in a way that support safe use and convenient access by children.
- Our classroom is well ventilated and have adequate natural light.
- Indoor temperatures are maintained at levels that support children's safety and wellbeing.
- The play spaces in the centre provide children with opportunities to explore and experience the natural environment.
- The outdoor environment has adequate shaded areas to protect children from ultraviolet radiation from the sun.
- The environment has been adapted to support access to both indoor and outdoor play activities and to toilet and facilities according to supervision requirements, children's independence and developmental needs.
- Our gardens reflect the local natural habitat and encourage native wildlife into the education and care environment.
- Ensure that plants are selected to minimise risks to children. No poisonous or dangerous plants will be included in the education and care environment. See fact sheet - [Grow me safely - plants to avoid](#)
- Educators carefully select and provide adequate numbers of resources in order to contribute to children's sense of belong and to provide new learning opportunities that extend and challenge children's learning and development.
- We have a system of daily visual checks to ensure the safety of the Indoor and Outdoor Environments, with a formal written safety checklist completed twice per term.

The Preschool Teacher collaborates with SLSO and AEO to:

- Design learning environments that are welcoming and accessible for all children and families, considering cultural diversity, social and physical inclusion.
- Design environments that reflect children's different cultures, interests, abilities and learning styles.
- Ensure that outdoor environments provide opportunities to learn through play, enabling access to materials that stimulate investigation and reflection, and enriched with natural resources and opportunities to connect with nature.
- Design indoor environments that are enriched by natural resources and opportunities to engage with nature.
- Offer children opportunities to be active, messy and noisy and play on a large scale.
- Encourage and nurture children's interest in the world around them. By providing children with materials, resources and information, educators can help children to appreciate and respect the beauty of their natural and built environments.
- Select resources and design learning environments that foster children's connections with the natural environment.
- Select natural materials and fibres if possible, when purchasing new equipment and resources. These include items such as wooden shelving and natural materials. Such resources enhance the look and feel of nature within the environment.
- Natural and flexible play materials such as sand, leaves and water will be available for children.
- Encourage children and families to collect and bring recycled equipment and natural resources into the environment.
- Encourage children to care for plants by growing plants from seeds.
- Design areas for appreciation of nature, where educators and children can observe the natural play environment and reflect on nature. This will include the introduction of indoor plants into indoor area. Educators and children will be responsible for the care of these plants ensuring they have enough sunlight and water. As in the outdoor garden, plants will be selected to minimise the risks to children.

Ratios, group size and attendance patterns: -

- The staff to child ratio for the preschool class is one to ten. This ratio should be maintained at all times (regulation 271). Each preschool class offers a maximum of 20 full time equivalent (FTE) places. This may include multiple groups with a maximum of 20 children in each group.
- Barlu Kurli Preschool classes are required to offer two attendance patterns across the week as per DoE Universal Access - Models of Provision. In our unique context children

currently access up to 30 hours of Preschool per week, where spaces exist. See enrolment local procedure for more details.

Hours of operation: -

- It is recommended that the hours of operation of the preschool match those of the school. On the last day of each term Barlu Kurli Preschool is closed for cleaning, administrative tasks and the securing of buildings and resources for the vacation period. Families will be given adequate notice to make alternative arrangements for their child on this day.
- Approval must be sought from the Director, Public Schools NSW if the preschool is to be closed at any other time.

Cleaning: -

- The Education and Care Services National Regulations (regulation 103) require that children's services premises, including equipment and furnishings are safe, clean and in good repair.
- Barlu Kurli Preschool has a cleaning contractor who aims to keep the whole school safe, clean and hygienic. The contractor makes sure that the school is cleaned to the cleaning performance standards by Joss Contractors.
- The contractor cleans from 3 - 4pm daily.
- Preschool staff ensure that furnishings and play equipment are checked regularly and kept in a safe, clean and hygienic condition. There is Termly cleaning (or more frequently as appropriate) of:
 - Tables and chairs
 - Indoor equipment
 - Soft toys
 - Puzzles
 - Books
 - Sand equipment
 - Outdoor construction toys

A cleaning schedule is kept and stored in the preschool office which all staff have access to.

- Being closed on the last day of term allows for staff to disinfect equipment, furniture and beds, and secure buildings, resources and equipment ready for the new term.

Cleaning products: -

- Staff should also consider the type of products used for cleaning desks, toys and equipment in the preschool. Many chemical cleaning products (including disinfectants) may be a potential risk to health, possibly triggering conditions such as asthma, allergies and poisoning.
- Detergent and water are suitable 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 or bleach.
- The use of microfiber cloths is recommended as they remove dirt and moisture effectively.

Buildings and equipment: -

- All buildings and equipment should be safe and in good repair. It is important that departmental provisions for maintenance programs in schools include the preschool. Urgent minor repairs for the preschool are carried out by calling school admin office to report issue and recording it in the maintenance book for GA.
- The *Education and Care Services National Regulations* (regulations 104 ,105) require each child to have access to sufficient furniture, materials and developmentally appropriate equipment.
- The design and height of the preschool fences and gates prevent children from climbing over, going through or crawling under them.

Consideration is given to the following:

- Gates leading to and from outdoor play areas are of the same height and equipped with a childproof self-locking mechanism. Gates require special attention and need regular maintenance to ensure they remain self-locking.
- Outdoor play areas have a childproof fence of at least 1200mm on all sides. 1500 mm is the recommended height.
- The surfacing used underneath or around play equipment on the premises complies with the playground surfacing requirements of the Australian and New Zealand standard AS/NZS 4422:1996.
- The recommended depth of soft fall under fixed equipment is 300 mm.
- Mobile play equipment over 500 mm also needs to be set up on soft fall to a depth of 300 mm.
- Playground equipment must be safe and in good repair. It should not pose any fall, pinch, crush or trap hazard to the children.

Pets:-

- Barlu Kurli Preschool has two pet chickens and a rabbit. Their welfare is the shared responsibility of all educators based at the Preschool.
- The following procedures related to our pets are;
 - 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.

Plants in the preschool: -

- Any plants or vegetation that pose any risk of injury or severe discomfort or poisoning are identified and either maintained or removed to ensure that they are no longer a hazard to children in the preschool.
- For more information, we refer to the Department's Landscape Management in NSW Public Schools

Sandpits: -

- Sandpits are fun and are often an integral part of the preschool program. To avoid the spread of infection particular attention needs to be paid to their cleanliness.

There are a number of ways we this:

- Securely cover when not in use to prevent contamination, such as animal excreta, broken glass and other objects at end of each day
- Check daily and remove contaminated sand or rubbish clean periodically.
- Watering with either mild detergent, diluted household disinfectant or a 1:10 solution of bleach at end of the term break
- Raking through with salt daily
- Digging the sand over monthly to reduce moisture and stop the sand from turning sour
- Keep sand topped up to the maximum level. Sand should be within 100 mm of the top edge of the sandpit edging
- Renew the sand annually or as necessary
- Kidsafe NSW Inc. has information and advice on [sandpit safety and design](#).

Supervision: -

- Supervision in preschool is part of the whole school supervision plan in line with the Department's Memorandum to Principals: *Care and Supervision of Children 97/165 S.156*.
- The supervision timetable acknowledges that preschool children need closer supervision than school-aged children due to their age and the nature of their activities. Therefore, preschool staff must be more aware of potential hazards to ensure the risk of illness, accidents and harm is reduced wherever possible.
- When staff supervise children they should not perform other duties which would affect the quality of their supervision and their interactions with children.
- Staff 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.

What do the Education and Care Services National Regulations say?

- Regulation 271 requires a staff-to-child ratio of 1:10. Staff to child ratios alone do not determine what is considered adequate supervision. For more information, see the Guide to the Education and Care Services National Law and The *Education and Care Services National Regulations 2011*.
- At Barlu Kurli Preschool, we maintain a high 3:20 staff-to-child ratio as often as possible due to the provision of our additional Aboriginal Education Officer

Child protection: -

- All Department staff must complete child protection training to ensure they understand their responsibilities under the child protection legislation as "mandatory reporters".
- Educators must follow the Department's child protection procedures if there are concerns about risk of harm to a child. They should also support children to develop self-care skills that enable them to protect themselves and others from harm.
- The Department's *Protecting and Supporting Children and Young People: Revised Procedures* details the responsibilities of preschool staff if they have concerns about suspected risk of harm to a child.

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 will be checked yearly.

Chemical safety:-

- All dangerous cleaning materials, disinfectants, poisonous and other dangerous substances and medications will be kept in a child-resistant container.
- They must be labelled with a description of contents and directions for their use.
- The following items will be kept in secure storage facilities that are inaccessible to children:
 - All cleaning materials, including detergents and disinfectants
 - Poisonous and other dangerous substances
 - Dangerous tools and equipment
 - Toiletries
 - Medications (kept in a childproof container and refrigerated, if necessary)
 - First aid equipment.

User guide for annual review and updating of this LP - Some points to address are;

- That you maintain a ratio of one educator for each ten children at all times
- How you maintain adequate supervision, throughout the day, of all children, in all areas
- How educators become aware of potential hazards and how risks are reduced, i.e. daily safety checks
- That annual risk assessments are developed for the general preschool environment (indoors and outdoors)
- Cleaning- how a schedule is developed, what products/methods are used for cleaning
- Educators understanding of their role as “mandatory reporters”.
- Storage of potentially hazardous products such as cleaning chemicals, aerosol cans, medications (need to be locked and labelled)
- Sandpit- method to clean and sterilise once a term, keeping level topped up
- Process for minor repairs to be reported and carried out
- Provision of soft fall under equipment over 500 mm
- Provision of fire extinguishers and a fire blanket
- Power points fitted with protectors
- How children are protected when there are animals in the preschool
- How toxic plants are identified and removed

