

# Orange Grove Public School Preschool

## Providing a Child Safe Environment

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
<p>NQS: 2.2, 3.1</p> <p>Law Section: 162A, 165, 166, 167</p> <p>Regulations: 84, 103, 105, 109, 115</p>	<ol style="list-style-type: none"> <li>1. Leading and operating department preschool guidelines</li> <li>2. <a href="#">Child Protection policy – Responding to and reporting students at risk of harm</a></li> <li>3. <a href="#">Child Protection – Allegations against employees</a></li> <li>4. <a href="#">Working with Children Check policy</a></li> <li>5. <a href="#">Department web page – Child Protection</a></li> </ol>	<p>ACECQA information sheets:</p> <ul style="list-style-type: none"> <li>• <a href="#">Active supervision – Ensuring safety and promoting learning [PDF 910 KB]</a></li> <li>• <a href="#">Minimising the risk of children being mistakenly locked in or out of service premises [PDF 478 KB]</a></li> </ul> <p><a href="#">Kidsafe NSW</a></p> <p><a href="#">Implementing the Child Safe Standards – A guide for early childhood education and outside school hours care services [PDF 3.7 MB]</a></p> <p><a href="#">Keeping our kids safe – Cultural safety and the national principles for child safe organisations [PDF 13.1 MB]</a></p> <p><a href="#">ACECQA information sheet – Embedding the national child safe principles</a></p> <p>ACECQA's policy and procedures guidelines</p> <p><a href="#">Providing a child safe environment [PDF 217 KB]</a></p> <p><a href="#">Department of Communities and Justice – signs of abuse</a></p>
Record of procedure's review		
Date of review and who was involved		
21/09/2023 - Lauren Tinslay		
Key changes made and reason/s why		
<ul style="list-style-type: none"> <li>- Addition of additional relevant laws, regulations and National Quality Standards, Department of Education Policy and procedure and reference documents to comply with child safe standards.</li> <li>- Addition of extra components of creating a child safe culture to comply with the child safe standards.</li> <li>- Addition of details about safe use of online environments at preschool to comply with the child safe standard</li> <li>- Additional information about supervision for specific times of the day or situations that that are higher risk for clarification purposes.</li> </ul>		
Record of communication of significant changes to relevant stakeholders		
<ul style="list-style-type: none"> <li>- Communicated to preschool staff and principal on 10/10/23</li> </ul>		

## Staff roles and responsibilities

<b>School principal</b>	<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"> <li>• the preschool is compliant with legislative standards related to this procedure at all times</li> <li>• all staff involved in the preschool are familiar with and implement this procedure</li> <li>• all procedures are current and reviewed as part of a continuous cycle of self-assessment.</li> <li>• These tasks may be delegated to other members of the preschool team, but the responsibility sits with the principal.</li> </ul>
<b>Preschool supervisor (if applicable, otherwise the school principal assumes this role)</b>	<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 could include:</p> <ul style="list-style-type: none"> <li>• analysing complaints, incidents or issues and the implications for updates to this procedure</li> <li>• reflecting on how this procedure is informed by stakeholder feedback and relevant expert authorities</li> <li>• planning and discussing ways to engage with families and communities, including how changes are communicated</li> <li>• developing strategies to induct all staff when procedures are updated to ensure practice is embedded.</li> </ul>
<b>Preschool educators including K-6 staff, relief staff and casual staff</b>	<p>Preschool teachers and educators are responsible for working with the preschool leadership team to ensure:</p> <ul style="list-style-type: none"> <li>• all staff in the preschool and daily practices comply with this procedure</li> <li>• this procedure is stored in a way that it is accessible to all staff, families, visitors and volunteers</li> <li>• they are actively involved in the review of this procedure, as required, or at least annually</li> <li>• details of this procedure's review are documented.</li> </ul>

## Adequate Supervision

The preschool children are adequately supervised at all times.

Active supervision also assists in the development of positive relationships between educators, children and families and informs ongoing assessment and future planning. Active supervision requires teamwork and effective communication between educators.

- Educators must actively supervise all areas accessible to children, including toilets. Therefore, when staff supervise children they should not perform other duties which would affect the quality of their supervision and their interactions with children for example, checking their mobile phone. When children are playing inside, educators maintain supervision of the bathroom through hearing. They will move to the doorway area if closer supervision is needed. When the whole group is outside, children are asked to inform an educator before entering to use the toilet so that supervision can be maintained.

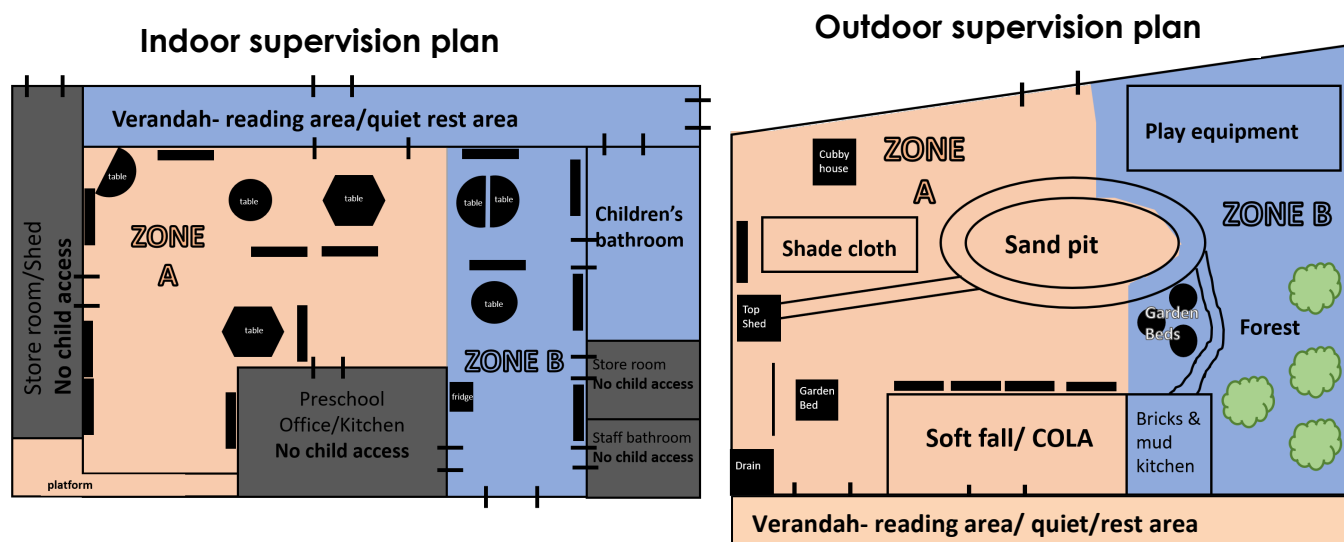
Supervision in the preschool is part of the whole school supervision plan. Preschool children need closer supervision than school-aged children due to their age and the nature of their activities. All preschool staff have a duty of care to ensure all areas accessible to children are safe, free from hazards and to ensure that there are sufficient staff in place to oversee the children's activities. The type of supervision

required will change depending on the program and activities, the layout of the physical space and the individual needs of the children.

Staff to child ratios alone do not determine what is considered adequate supervision.

A supervision plan is in place to support active supervision both indoors and outdoors. It takes into account specific areas and activities within our preschool environment that may require closer supervision, as well as accommodating supervision for specific times of the day (e.g. arrivals, departures) or situations (a sick child needs to be isolated from the group, some children are sleeping).

The supervision plans are displayed in prominent locations in the preschool classroom and outdoor space for all educators to see, including casual and relief educators. These are shown below:



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.

Educators break entitlements are part of the whole school duty rosters. A teacher from the K-6 school replaces the ACECQA approved Early Childhood teacher for breaks and RFF (planning time), and an SLSO holding a minimum of Certificate 3, replaces the preschool SLSO for their breaks.

To implement the child safe standards:

- any visitors or volunteers are appropriately supervised to safeguard children's safety
- where possible, each staff member remains in the line of sight of other staff members when working with children.

## Child Protection

### Training

All teaching, non-teaching, ongoing and casual staff complete the department's child protection induction training on commencing with the department, and then mandatory updates annually.

Preschool educators are encouraged and supported to raise and discuss any child protection concerns they have with their supervisor or principal. The preschool supervisor and principal are always available for staff to raise concerns and ask questions relating to child protection via phone or in person. Any wellbeing or safety concerns are discussed between all staff at team meetings with the preschool team, when relevant.

### Mandatory reporters

As a mandatory reporter, each staff member, volunteer or education student will inform the principal if they have reasonable grounds to suspect any risk of harm to a child or young person.

The principal will then apply the department's child protection policy – [Child Protection: Responding to and reporting students at risk of harm](#).

As described in this policy, the principal will use appropriate tools such as the online [Mandatory Reporter Guide](#), professional judgement or specialist advice to determine if concerns about the safety, welfare or wellbeing of the child constitutes risk of significant harm. If they do, the principal will report to the NSW Department of Communities and Justice (DCJ).

The principal will let the person who made the report know the action taken. If a staff member believes that the principal has not reported risk of significant harm concerns to the DCJ, they must report directly to DCJ themselves.

If the complaint relates to the abuse of a child within the service by a staff member or volunteer, a notification must also be made to the Office of Children's Guardian (reportable conduct scheme form the website: <https://www.kidsguardian.nsw.gov.au/>). Schools are supported through this process by Employee Performance and Conduct Directorate (EPAC).

### Reportable conduct

All staff, volunteers and education students who become aware of an allegation of a child protection nature about themselves or another employee must inform the principal.

On receiving a report of reportable conduct, the principal will apply the department policy – [Child Protection: Allegations Against Employees](#).

If an 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.

### Notification to the Regulatory Authority

- Notification must be to Early Learning (email [earlylearning@det.nsw.edu.au](mailto:earlylearning@det.nsw.edu.au) or 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.

### Record keeping

- Records relating to child sexual abuse that has or is alleged to have occurred within the preschool will be kept for at least 45 years from the date the record was created.

## **Working with children checks**

All department staff hold a current Working with Children Check clearance valid for paid work and verified by the department.

Each staff member's WWCC number, expiry date and proof of verification is stored on the school staff share file and recorded on the staff qualifications tracking sheet. This tracking sheet is regularly reviewed by a preschool educator to ensure all WWCC details remain current.

Parents and close relatives volunteering in the preschool do not require a WWCC clearance, but must complete a [WWCC Declaration for Child Related Workers](#), with sections 1, 3 and 4 completed and provide 100 points of proof of identity.

- Volunteers over the age of 18 who are not parents or close relatives of a child attending the school at which they are volunteering are considered [Specified volunteers](#) and require a WWCC clearance to participate in the preschool program.

## **Child safe culture & The safe use of online environments**

To implement the Child Safe Standards a child safe culture has been established and is maintained, with children's health, safety and wellbeing prioritised.

The preschool makes a public commitment to child safety through sharing information regarding staff being mandatory reporters in the preschool handbook, incoming family information night and a sign in the preschool foyer. Information is also provided to families at preschool orientation and in the preschool foyer regarding what they should do if they suspect or are concerned for a child's safety.

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 families to share their feedback and have input into preschool decisions, particularly the review of local procedures and the philosophy.

Families 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-focused 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.

Children's use of online devices is supervised closely. All devices have child-safe filters installed.

## **Risk management plan for the preschool environments**

A risk assessment 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. Separate risk assessments have been created for potential emergency situations, evacuations and visits to the main school site.

The plans are reviewed at least annually or in response to incidents or hazards noticed during daily indoor and outdoor safety checks. At weekly team meetings, hazards that have been identified are notified to all educators and a staff member is delegated to make changes to the risk assessments for the preschool, in consultation with the school principal and General Assistant.

Updated risk management plans are then shared with the preschool team at the next team meeting and with all staff K-6 at the next whole school admin meeting.

## **Clean, hygienic and safe 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. The daily safety check log is stored on the door of the staff bathroom in the preschool. The check is completed by the first educator to arrive on site each day.

Any hazardous or broken items are rectified or removed from areas the children can access. A record of this is made at the bottom of the safety check page for that week along with whether additional actions will be needed and who is responsible for them.

If required, preschool maintenance is carried out by the school's General Assistant (GA). Non-urgent tasks are recorded online on Sentral under "issue tracking" for the GA. More urgent hazards can be communicated to the GA, John Krogh, via his mobile number which all staff hold. If a trades person is required to resolve the hazard, the GA will consult with the school principal to arrange this. A risk assessment will be completed by the preschool educators, in consultation with the GA, prior to any trades work being conducted.

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. Chemicals, detergents, and aerosols are stored in a locked cupboard in the laundry or electrical cupboard, or in the cupboard below the sink in the preschool kitchen. Children's access to the kitchen is prevented by latches on the entry doors.

Safety data sheets for all hazardous substances products are stored in the preschool office and audited annually, and after new products have been purchased.

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.

Environmental and equipment cleaning is an ongoing process to ensure the preschool is always safe and hygienic. Detergent and water are used 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.

Microfiber cloths are used, as they remove dirt and moisture effectively. A different coloured cloth is allocated for different purposes. A poster is displayed where the cloths are kept. For spills involving bodily fluids, disposable paper towels are used.

OGPS Preschool has a cleaning contractor who attends daily and keeps the whole school clean and hygienic. The contractor makes sure that the school is cleaned to the cleaning performance standards and all rubbish is removed by 8am each day. A list of cleaning tasks and procedures for completing them is displayed in the cleaner's cupboard to ensure a consistently high standard of cleanliness and hygiene is maintained by these cleaners.

Thorough cleaning of toys, furniture and equipment occurs each term. A list of these cleaning tasks is used to record when each item or equipment has been cleaned throughout each term. This list is kept in the preschool office.

## Cleaning and Disinfection Schedule & Checklist

(including additional provisions for COVID-19 regulations)

### Outdoor Space

Area	After each use	Daily	Weekly	Fortnightly	Term	As Needed
Sandpit (raked and aired)				x		x
Sandpit toys					x	x
Mud kitchen					x	x
Mud kitchen toys					x	x
Silver seats		x				x
Water play toys					x	x

### Inside Space

Area	After each use	Daily	Weekly	Term	and/or As Needed
Desks and tables		x			x
Carpets – vacuum		x		x	
Carpets – steam clean				½ yearly	
Floors – sweep and mop		x			x
Absorbent materials e.g. dress-up clothes, plush toys, doll clothes				x	x
Plastic toys construction, home corner, animals, dolls				x	x
Hand wash sinks/toilets/floors		x			x
Garbage containers – emptied		x			x

Plastic chairs		x			x
Shelves – dusted thoroughly				x	x
Art aprons					x
Play dough equipment				2x per term	x
Playdough				3x per term	

## Term Cleaning, Disinfection and Maintenance Checklist

	Term 1	Term 2	Term 3	Term 4
<b>Entrance/Hallway</b>				
Clean table and remove cobwebs				
Sweep/Vacuum and mop Hallway				
Clean windows / Remove Cobwebs				
<b>Back Veranda</b>				
Clean tables and Windows (including cobwebs under table and in corners of ceiling)				
Sweep/vacuum and mop concrete floor				
Clean/brush windows or timber cladding for spider webs as needed				
<b>Roller Door Storage Area</b>				
Remove floor items and sweep out/blow				
Dust and tidy Shelves as required				



Wash and dry toys, as required				
<b>Playground Storage Shed</b>				
Remove all items off shelves (clean and de-sand as necessary)				
Remove items from floor and sweep/blow				
Wash and dry toys and equipment, as required				
<b>Cubby House</b>				
Sweep out and tidy				
Wipe down any furniture				
<b>Laundry</b>				
General clean and tidy, sweep and mop floor				
Hot wash and disinfect washing machine				
<b>Paint Room</b>				
Clean sink area				
Sweep Floor				
General tidy of shelves where needed				
<b>Gardens</b>				
Check area for maintenance and add to G.A's book (watering, weeding etc)				
Clean mud kitchen and remove cobwebs				
Wash and dry sand and mud kitchen toys				
<b>Under Awning</b>				
Clean aluminium bench seats and grey chairs and store inside over break				
Wash tables, benches and chairs and clear cobwebs underneath				
Clear cobwebs on exterior of building around windows				
<b>Main Preschool Room</b>				
Wipe and clean out all lockers				
Remove all toys and puzzles from shelves and wipe shelves. (as above)				
Wash toys used in classroom that term				
Wash dress up clothes, plush toys, dolls clothes and all other absorbent material in washing machine				
Wipe down all window sills and clean windows				
Wipe down skirting boards and walls				
Place all furniture from lino for the floors to be polished				
Remove all furniture from carpet for carpet cleaning (Term 1 & 3 only)				
<b>Resource Storage Area</b>				
Sweep and tidy as required				

Tidy resources and return items to their home				
<b>Kitchen</b>				
General tidy and clean of sink and benches/table				
Clean out fridge				
Place plants in sink and water				
Chemical audit and safety data sheet folder review				
<b>First Aid Kit</b>				
Check and replenish, check expiry dates and replace as needed				
Check general use epipen and Ventolin expiry dates and replace if out of date during the following term.				
Check individual children's Epipens/Ventolin expiry dates and health plans- send reminder message to families if due to expire the following term				
Check children's sunscreen expiry dates				
<b>Carpets</b>				
Professionally cleaned – twice per year				

Record of previous procedure review
<b>Date of review and who was involved</b>
10/05/2023 - Lauren Tinslay
<b>Key changes made and reason/s why</b>
- No changes made
<b>Record of communication of significant changes to relevant stakeholders</b>
- Communicated to preschool staff and principal on 24/05/23

Record of previous procedure review
<b>Date of review and who was involved</b>
01/06/2022 - Lauren Tinslay
<b>Key changes made and reason/s why</b>
<ul style="list-style-type: none"> <li>- Change to structure of the procedure to improve clarity.</li> <li>- Addition of side self-closing gate which has been added since we have been using the side entry for drop off and pick up.</li> </ul>
<b>Record of communication of significant changes to relevant stakeholders</b>
<ul style="list-style-type: none"> <li>- Communicated to the P&amp;C</li> </ul>