

# Orange Grove Public School Preschool

## Providing a Child Safe Environment Environment

Associated National Quality Standards	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
2.2	Regulation <a href="#">84</a>	<a href="#">Leading and Operating Department Preschool Guidelines</a>
3.1	Regulation <a href="#">103</a>	<a href="#">Child Protection Policy: Responding to and reporting students at risk of harm</a>
	Regulation <a href="#">105</a>	<a href="#">Working with Children Check policy</a>
	Regulation <a href="#">109</a>	<a href="#">Child Protection: Allegations against employees</a>
	Regulation <a href="#">115</a>	<a href="#">Work health and safety (WHS) policy</a>
	National Law <a href="#">S. 165</a>	<a href="#">Student safety tools and procedures</a>
	National Law <a href="#">S. 166</a>	<a href="#">Working with children check: Declaration for volunteers</a>
	National Law <a href="#">S.167</a>	

### Pre-reading and reference documents

[ACECQA Information sheet - Active supervision: Ensuring safety and promoting learning](#)  
[Kidsafe: Child Accident Prevention Foundation of Australia](#)  
[Kidsafe: Grow me safely](#)

Record of procedure's review

### Date of review and who was involved

11/05/2021 - Lauren Tinslay

### Key changes made and reason/s why

- Adding roles and responsibilities for principal, supervisor and educators to improve clarity of who is responsible for each task.
- Changing structure and order of information to improve access to necessary information.
- Amending practices relating to COVID-19 cleaning in response to changes in regulations.

### Record of communication of significant changes to relevant stakeholders

18/05/21-communicated to Kasey Henness (Principal)

30/05/21 - communicated to the P&C

### 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</li> </ul>
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	<p>procedure at all times</p> <ul style="list-style-type: none"> <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> </ul>
<b>Preschool supervisor</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.</p> <ul style="list-style-type: none"> <li>• reflecting on how this procedure is informed by relevant recognised 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>The preschool educators are responsible for working with leadership to ensure:</p> <ul style="list-style-type: none"> <li>• all staff in the preschool and daily practices comply with this procedure</li> <li>• storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers</li> <li>• being actively involved in the review of this procedure, at least annually, or as required</li> <li>• ensuring the details of this procedure's review are documented.</li> <li>• analysing complaints, incidents or issues and what the implications are for the updates to this procedure.</li> </ul>

## Adequate Supervision

The preschool children are adequately supervised at all times. At all times in the preschool, there is a staff-to-child ratio of 1:10. This ratio is maintained with 2 staff each day with up to 20 children.

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.

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 in line with the Department's Memorandum to Principals: Care and Supervision of Children 97/165 S.156.

Preschool children need closer supervision than school-aged children due to their age and the nature of their activities. All preschool educators 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. For more information, see the Guide to the Education and Care Services National Law and The Education and Care Services National Regulations 2011.

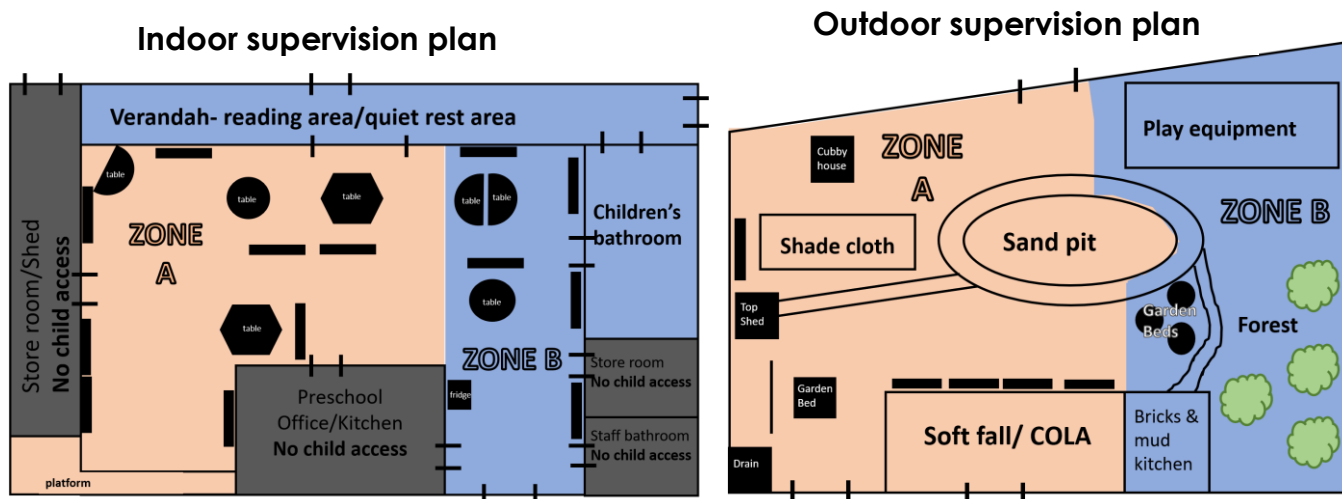
*The Nominated Supervisor and/or Responsible Person will:*

- Carefully planning rosters that ensure continuity of care and adequate supervision when children are being cared for and educated in the preschool and on excursions.
- Considering the design and arrangement of the preschool environment to support active supervision and the health, safety and wellbeing of children.
- Ensuring risk assessments, safety checks and emergency and evacuation drills are regularly carried out in relation to all relevant activities and environments within the preschool, and, to also ensure risk assessments are completed prior to authorisation being sought for excursions or incursions.
- Informing new and relief educators about supervision arrangements and what is required of them in relation to supervising children
- Ensuring Educators engage in quality interactions with the children they are supervising, and, ensuring supervision standards are maintained.
- Balancing activities to ensure risk is minimised and ensuring there are sufficient Educators to attend to children's needs.
- Following procedures regarding the arrival and departure of children, particularly, in relation to the persons who may collect children from the Preschool, and, children attending extra-curricular activities
- Maintaining an awareness of which and how many children are present in the preschool at any given time through monitoring and maintaining rolls and conducting regular headcounts.
- Regularly reviewing strategies to ensure their ongoing effectiveness (each term)

Educators will:

- Display **awareness**. It is the responsibility of educators to develop knowledge of children, including each child's range of skills, interests, ability to interact and developmental stage. This knowledge needs to extend to educator's awareness of their own practice and capabilities.
- Implement **consistent supervision strategies** and not become distracted by other activities while responsible for the supervision of children.
- Utilise **positioning** and **scanning** to be aware of the entire environment and to ensure all children in their care are monitored by sight or sound at all times.
- Use **anticipation** and **redirection** in order to prevent undesirable or unsafe behaviour.
- Provide supervision for all children in areas that are near equipment where injury may occur. This will require all the above but may also may require a higher level of proximity.
- **Monitor** children's health and wellbeing by checking for early signs of illness or unusual behaviour, particularly when supervising children with known medical conditions.
- Be responsible for **communicating** with each other about their, and their children's, location and movements within the environment. Greet and farewell children and families on arrival and departure.
- Provide **meaningful interactions** with children which promote learning through play, routines and transitions.

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). 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:



## Child Protection

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. It is then the responsibility of the principal to use the Mandatory Reporter Guide, professional judgment and/or seek advice to assist them in decision making about whether a situation is one of suspected risk of significant harm.

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. Preschool weekly team meetings contain an ongoing wellbeing agenda item where they can discuss or raise concerns about children's wellbeing. The preschool supervisor and principal are always available for staff to raise concerns and ask questions relating to child protection.

Information regarding staff being mandatory reporters is provided to families in the preschool handbook and a sign is displayed 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.

A notification of a serious incident is made to Early Learning (phone 1300 083 698) by the school principal 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.

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).

## **Working with children checks**

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

The working with children check number, expiry date and proof of verification for regular preschool educators is stored in the staff qualifications folder in the office of the preschool.

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.

## **Risk management plans**

The risk management plan for the general preschool environments 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.

## **Electrical and Fire Safety**

All electrical equipment is well maintained and checked yearly by an external service. Electrical cords are secured safely away from children's reach and power point fitted with protectors, to ensure children's safety.

When not in use equipment is stored in the preschool office or in the storage room, where it is inaccessible to children.

Fire extinguishers are placed appropriately in the building, as in the rest of the school, and a fire blanket is kept adjacent to cooking facilities in the preschool office.

Fire extinguishers are checked yearly by an external service.

## **Preschool environments**

### **Fencing, Gates and Doors**

- The outdoor space used by children at the Preschool is enclosed by a childproof fence that is over 1500mm in height. Children cannot go through, over or under it.
- The Preschool has a childproof self-locking gate in the front foyer, leading to the main classroom door. This gate is regularly checked and maintained to ensure it remain self-locking.
- The front door of the classroom area remains locked during the day.
- Doors in the indoor space to the adult toilet, the Preschool office and storerooms are kept secure at all times with a high latch.

## Outdoor Spaces

### **Play Equipment**

The surfacing used underneath or around play equipment complies with the playground surfacing requirements of the Australian and New Zealand standard AS/NZS 4455:1996.

No mobile play equipment over 500mm is set up.

Play equipment is safe and in good repair. It is routinely checked for fall, pinch, crush or trap hazards.

### **Sandpit**

The sandpit at OGPS Preschool is an integral part of the preschool program. To avoid the spread of infection, particular attention to its cleanliness is monitored.

Sandpit hygiene and safety is maintained by:

- Securely covering the sandpit when not in use to prevent contamination, such as animal excreta, broken glass and other objects.
- Daily checking and weekly raking of sand pit. Any contaminated sand is removed using gloves and disposed of in the rubbish. The area around the contamination is treated with bleach diluted in water.
- dig over the sand monthly to aerate, ensuring it is exposed to fresh air and sunshine.

### **Mud Kitchen**

*The mud kitchen connects the children to the natural environment through sensory experiences and supports them to develop respect and appreciation for nature.*

*Safety and hygiene in the mud kitchen is maintained through:*

- *Removal of mud and water in the troughs each day into an inaccessible part of the garden.*
- *Daily checks of the mud kitchen for contaminated materials, spiders and removal of cobwebs from cupboards and behind the mud kitchen.*

### **Natural environment**

The Preschool has a large outdoor space that contains many natural features such as trees, a sandpit, natural vegetation and garden beds used for planting. Children are encouraged to use this space to explore and experience the natural environment. Our gardens reflect the natural habitat and encourage native wildlife into the education and care environment.

### **Shade**

The Preschool has a C.O.L.A and large shade cloth as part of its' outdoor spaces which provide shade and protects children from overexposure to ultraviolet radiation from the sun. Other areas of the outdoor area are surrounded by large trees that provide shade. Shade is provided in accordance with our Sun Safety Policy.

### **Space requirements- outdoor**

The Preschool has at least 7 square metres of unencumbered outdoor space, for each child being educated and cared for by the service.

## Indoor Spaces

### **Furniture, materials and equipment**

The Preschool ensures that each child being educated and cared for by the service has access to sufficient furniture, materials and developmentally appropriate equipment suitable for the education and care of that child.

### ***Laundry and hygiene facilities***

The Preschool has laundry facilities that are adequate and appropriate for the needs of the service.

The laundry and hygienic facilities are located in a cupboard in the preschool student bathroom. They are located and maintained so they don't pose a risk to children.

### ***Space requirements- indoor***

The Preschool has at least 3.25 square metres of unencumbered indoor space, for each child being educated and cared for by the service.

### ***Toilet and hygiene facilities***

The Preschool provides adequate, developmentally and age-appropriate toilets, washing and drying facilities for use by the children. The location and design of the toilet, washing and drying facilities enable safe use and convenient access.

### ***Ventilation and natural light***

All indoor spaces used by children at the Preschool:

- are well ventilated with the option of using the large sliding door or the air conditioner; and
- have adequate natural light provided by the large windows overlooking the playground area; and
- are maintained at a temperature that ensures the safety and wellbeing of children.

### ***Administrative space***

The Preschool Office located near the front entrance to the preschool classroom is an area designated for:

- conducting the administrative functions of the service; and
- consulting with parents of children; and
- conducting private conversations.

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 written into the GA book in the main school staff room. More urgent hazards can be communicated to the GA, Steven Galea, via his mobile number: 0430 552 359. 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.

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.

During the COVID-19 pandemic, additional cleaning procedures have been enacted to ensure the health and safety of children, families and staff.

- Contract cleaners perform additional cleaning and disinfecting throughout the day to high touch surfaces, including door handles, fridge handles, tables and chairs.
- Cleaning cloths and tea towels are washed daily.
- Educators rotate toys and resources used by children in each group, to prevent the spread of illness between children in different groups.
- Particularly between groups of children, educators ensure the regular cleaning/disinfecting of:
  - tables, benches and chairs
  - indoor equipment such as car park set, kitchen play set, reading chairs
  - soft toys
  - puzzles
  - books
  - sand pit and mud kitchen toys
  - outdoor construction toys



# Cleaning and Disinfection Schedule & Checklist

(including additional provisions for COVID-19 regulations)

## Outdoor Space

Area	After each use	Daily	Weekly	Term	As Needed
Sandpit (raked and aired)			x		x
Sandpit (sand turned over)				x	
Sandpit toys			(rotated)	x	
Mud kitchen				x	
Mud kitchen toys			(rotated)	x	
Silver seats		x			x
Water play toys			(rotated)	x	
Cubby house				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			(rotated)		x
Book Nook cushions			(rotated)		x
Plastic toys construction, home corner, animals, dolls			(rotated)		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				x
Play dough equipment			(rotated)		x
Individual bags of playdough for each child- replaced				Twice per term	

## Term Cleaning, Disinfection and Maintenance Checklist

	Term 1	Term 2	Term 3	Term 4
<b>Entrance/Hallway</b>				
Wipe sign in table				
Clean table and around				
Sweep/Vacuum Hallway				
Clean all windows / Remove Cobwebs				
<b>Back Veranda</b>				
Remove all items from tables.				
Clean tables and Windows (including cobwebs under table and in corners of ceiling)				
Remove floor storage boxes/chairs. Sweep/blow 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				
Tidy Shelves 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				
<b>Cubby House</b>				
Sweep out and tidy				
Wipe down tables, chairs and furniture				
Remove and wash any other toys, as needed				
<b>Laundry</b>				
General clean and tidy.				
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)				
Turn over and air sandpit				
<b>Under Awning</b>				
Clean aluminium bench seats and grey chairs and store inside over break				
<b>Main Preschool Room</b>				
Clean out all lockers with a mild disinfectant. Remove scuff marks				
Remove all toys and puzzles from shelves and wipe and replace. (as above)				
Wash dress up clothes, plush toys, dolls clothes and all other absorbent material				
Repair any torn or damaged displays				

Wipe down all window sills and clean windows				
Wipe down skirting boards and walls				
Check signage is appropriate for the coming term				
Tidy and replace children's labels and wall displays				
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				
Clean out fridge				
Place plants in sink and water				
<u>Chemical audit</u> and safety data sheet folder review		As needed	As needed	As needed
<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				
<b>Carpets</b>				
Professionally cleaned – twice per year				
Check children's sunscreen expiry dates				