

Preschool providing a child safe environment procedure

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

Preschool supervisor	<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 includes:</p> <ul style="list-style-type: none"> • 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 • 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.
Preschool educators	<p>The preschool educators are responsible for working with leadership to ensure:</p> <ul style="list-style-type: none"> • 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.
Procedure	
Adequate supervision	<ul style="list-style-type: none"> • The preschool children are adequately supervised at all times. • The worksite risk assessment makes note of areas and activities which require closer supervision. Supervision of children in the outside area is divided between upstairs and downstairs with one educator always in the upstairs area and one always in the downstairs area when children are in each area. • 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. Preschool educators are relieved by school staff for meal breaks.
Child protection	<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</i>

	<p><i>Protection Training</i> annually.</p> <ul style="list-style-type: none"> • Preschool educators are encouraged and supported to raise and discuss any child protection concerns they have See Appendix 2 Child Protection Policy. • 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.
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. Each staff member's WWCC number, expiry date and proof of verification stored in the staff folder. • Parents and close relatives volunteering in the preschool do not require a WWCC clearance, but must complete a Declaration for Volunteers and Non-Child-Related Contractors and provide government issued photo identification that displays current address.
Risk management plan	<ul style="list-style-type: none"> • 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. Preschool educators in consultation with executive staff review and update this plan each year, and more often if necessary when new risks arise.
Preschool environment	<ul style="list-style-type: none"> • 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. After each check is completed, it is stored in a labelled folder, which is kept in a locked cabinet in the preschool office. A roster of who will complete which checks each day is located above the staff craft sink in the preschool classroom. • Any hazardous or broken items are rectified or removed from areas the children can access. • When preschool maintenance is required, it is recorded in the General Assistant's logbook, located in the primary school staffroom. If the General Assistant cannot fix the problem, they will let the school office know, and office staff will organize tradespeople to attend to the job. As soon as a job has been lodged, preschool educators will be informed of the time tradespeople will attend to ensure any necessary arrangements are made to help

	<p>them complete their work.</p> <ul style="list-style-type: none"> • All potentially hazardous products and materials e.g., cleaning detergents and chemicals, and aerosol cans are stored securely and are inaccessible to children. The area in which they are stored is labelled as containing <i>hazardous</i> or <i>dangerous</i> materials and includes the top locked cupboards in staff preschool kitchen and locked preschool indoor storeroom. • 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. See Appendix 1.
Online Environments	<ul style="list-style-type: none"> • Children will be monitored when utilizing devices that access the Internet. When utilizing iPads, staff will turn on Guided Access to limit children's usage and lock them into the app that is being used for learning. • Children will only access online educational content and staff will work with them to monitor content being viewed. • All online content is filtered through DET servers

Record of procedure's review
Date of review and who was involved
8/9/23 preschool team, whole school staff team
Key changes made and reason/s why
Added section about protecting children in an online environment in accordance with the Child Safe Standards
Record of communication of significant changes to relevant stakeholders
Date of review and who was involved
17/5/23 preschool team, whole school staff team, children, and families
Key changes made and reason/s why
Requirements for parent volunteers has changed to completing a new declaration document as well as providing government issued ID that displays current address
Record of communication of significant changes to relevant stakeholders
Date of review and who was involved
4/5/22 preschool team, whole school staff team, children, and families
Key changes made and reason/s why
Transferred to new DOE format.
Record of communication of significant changes to relevant stakeholders

Appendix 1

Preschool Resources Cleaning Regime

When?	What?	How	Who?
Daily	Paint brushes, paint pots, glue brushes, glue pots if emptied, craft resources	Detergent & water	Staff
	Easels	Detergent & water	Staff
	Lunch tables and chairs	Detergent & water	Staff
	Food trolley	Detergent and water	Staff
	Sensory toys	Detergent and water	Staff
	Resources placed in children's mouths or handled by sick students	Disinfectant, Detergent, water	Staff
	Sensory toys	Detergent and water	Staff
	Floors	Vacuum, Mop	Contract cleaner
	Children's Bathroom (also during the day, as needed)	Mop Warm soapy water and disinfectant	Staff/Contract cleaner
	Outdoor Equipment - checked for spiders, cobwebs, wasps' nests etc	Daily outdoor safety checklist	Staff
	Bins Emptied	Daily	Contract cleaners
Weekly	Outdoor area	Sweep, hose	Staff
	Home corner furniture and resources	Disinfectant, Detergent, water	Staff

	Puzzles	Disinfectant, wipes	Staff
	Paint smocks	Water and detergent	Staff and rostered parents
	Play dough	New batch	Staff and children
	Sandpit	Racked and sprayed with disinfectant	Staff
Monthly	Garbage bins (inside and lids)	Disinfectant	Staff
	Dress up clothing/cushions/sheets (more often if required)	Detergent and water	Rostered parent
Per Term	Fridge	Detergent and water	Staff
	Rafters	Detergent and water	Cleaning contractor
Per semester	Staff kitchen cupboards	Detergent and water	Staff
	Shed and resources contained inside shed	Sweep, dust, detergent and water	Staff
Annual	All toys	Disinfectant, Detergent, water	Staff
	Furniture (tables, chairs, shelving)	Disinfectant, Detergent, water	Staff
	Carpets	Steam cleaned	Contract cleaners
	Pest control	Undertaken when children are not on premises	Contract pest control
	Gutters	Undertaken when children are not on premises	Contract cleaners/GA

Appendix 2

Child Protection Policy: Responding to and reporting students at risk of harm

Sets out roles and responsibilities of staff in relation to child protection including training, reporting on safety, and supporting children and young people, as well as monitoring, evaluation and reporting requirements.

1. Policy statement

1.1 Education has an important role to support children and young people and to identify where problems arise that may put their safety, welfare or wellbeing at risk.

1.2 All staff have a responsibility to report risk of harm concerns about children and young people, within their roles, and to provide support to children and young people.

1.3 Child protection reforms introduce an obligation for government and non-government agencies to coordinate decision making and delivery of services.

2. Audience and applicability

2.1 All departmental employees, including those in state and network offices, and schools.

3. Context

3.1 The NSW Government recognises that care and protection for children and young people is a shared responsibility. It begins with parents, but when government support becomes necessary, it is not the sole responsibility of community services but a collective responsibility.

Keep Them Safe: A shared approach to child wellbeing provides the framework for parents, communities, government and non-government agencies to work together to support children and families.

3.2. Legislation

3.2.1 Children and Young Persons (Care and Protection) Act 1998; Crimes Act 1900, Privacy and Personal Information Protection Act 1998.

Other relevant legislation:

Privacy And Personal Information Protection Act 1998; Health Records And Information Privacy Act 2002; Commission for Children and Young People Act 1998; Ombudsman Act 1974, Education Act 1990

4. Responsibilities and delegations

4.1. Principals and workplace managers

4.1.1. Training

- ensure all staff have participated in an initial child protection induction and an update during the past year.
- ensure all staff are aware of the indicators of abuse and neglect of children and young people.
- ensure all staff are aware of their obligation to advise the principal or workplace manager of concerns about the safety, welfare and wellbeing of children and young people that arise during the course of their work.
- ensure that all staff are aware of their mandatory obligation to report suspected risk of significant harm and of the procedures for doing so.

4.1.2. Reporting

- use appropriate tools to inform decision making, such as the online [Mandatory Reporter Guide](#), professional judgment or specialist advice, where there are concerns about risk of harm.
- determine whether concerns about the safety, welfare or wellbeing of children or young people constitute risk of significant harm and, if they do, report these to Family and Community Services.
- seek advice from the Child Wellbeing Unit where there is uncertainty about whether concerns amount to risk of significant harm.
- contact the Child Wellbeing Unit about the safety, welfare and wellbeing of children and young people where:
 - there are concerns about risk of harm, that do not meet the threshold of significant harm but are not trivial.
 - the Mandatory Reporter Guide indicates this should be done.
 - a case has been reported to Family and Community Services and did not meet the risk of significant harm threshold.
 - there is an observable pattern of cumulative harm that does not meet the threshold of significant harm.

4.1.3. Supporting children and young people

- establish effective systems in their workplace for:
 - child protection concerns to be identified in the course of the work of staff, reported and action taken, where appropriate, so vulnerable children and young people are supported.

- reasonable steps to be taken to coordinate decision making and coordinate services to children and young people and their families with other local service providers, if required.
- collaborative work with other agencies for the care and protection of children and young people in ways that strengthen and support the family and in a manner that respects the functions and expertise of each service provider.
- exchange relevant information to progress assessments, investigations and case management as permitted by law.
- use best endeavours in responding to a request for a service from Family and Community Services provided that the request is consistent with departmental responsibilities and policies.

4.2. Employees

4.2.1. Training

- participate in a child protection induction and in annual updates. This includes all staff – principals, workplace managers, teaching and non-teaching staff, part-time, temporary and casual staff and those who join during the year.

4.2.2. Reporting

- adhere to mandatory procedures for conveying risk of harm concerns to the principal or workplace manager.
- adhere to mandatory procedures for reporting risk of significant harm to Family and Community Services.
- ensure, where they have reported any risk of significant harm concerns to the principal or workplace manager, that the principal or workplace manager has reported those concerns to Family and Community Services.
- report directly to Family and Community Services if they believe the principal or workplace manager has not reported risk of significant harm concerns to Family and Community Services, and they still have concerns about risk of significant harm.
- ensure that any relevant information that they become aware of, subsequent to a report being made to Family and Community Services or following contact with the Child Wellbeing Unit, is provided to Family and Community Services or the Child Wellbeing Unit respectively. If the additional information forms concerns about risk of significant harm a report must be made to Family and Community Services.

4.2.3. Supporting children and young people

- cooperate with reasonable steps to coordinate service delivery and decision-making with other relevant service providers.
- avoid undertaking any investigation of the circumstances giving rise to a report where risk of significant harm has been reported, without the express prior approval of the relevant Family and Community Services case officer.
- inform students, including apprentices or trainees, of their right to be protected from abuse and of avenues of support if they have concerns about abuse.

5. Monitoring, evaluation and reporting requirements

5.1 Principals and workplace managers must maintain a workplace register of staff participation in annual updates and of inductions of new staff, or they must sight individual records of staff inductions. This applies to all staff including non-teaching staff, part-time, temporary and casual staff.

5.2 A record is to be kept of reports to Family and Community Services as confirmation that mandatory reporting requirements have been met. The report reference number should be recorded.

5.3 The record and related papers are to be retained by principals or workplace managers in secure storage and kept confidential. These records are to be provided to any successor.

5.4 Where a reference number has been provided by the Child Wellbeing Unit it must be recorded and kept.

5.5 If serious safety issues remain after a report has been made to, and accepted by, Family and Community Services, principals or workplace managers will refer the matter to the departmental regional officer responsible for student services so the case can be taken up at a senior level within Family and Community Services.

6. Contact

Leader, Child Protection Services ph (02) 9269 9454.