

Interactions with children – preschool procedure table

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
NQS: 51, 5.2 Law Section: 166 Regulations: 155, 156	Leading and operating department preschool guidelines Code of Conduct policy Student Welfare policy Student Behaviour policy Anti-Racism policy	ACECQA information sheets: <ul style="list-style-type: none"> Relationships with children [PDF 2.3 MB] Supporting children to regulate their own behaviour [PDF 1,018 KB] Inappropriate discipline [PDF 573 KB] ACECQA's policy and procedures guidelines – Interactions with children [PDF 201 KB]

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
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	<ul style="list-style-type: none"> all procedures are current and reviewed as part of a continuous cycle of self- assessment. <p>These tasks may be delegated to other members of the preschool team, but the responsibility sits with the principal.</p>
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 could include:</p> <ul style="list-style-type: none"> analysing complaints, incidents or issues and the implications for updates to this procedure reflecting on how this procedure is informed by stakeholder feedback and relevant expert 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 teacher(s) and educator(s)	<p>Preschool teachers and educators are responsible for working with the preschool leadership team to ensure:</p> <ul style="list-style-type: none"> all staff in the preschool and daily practices comply with this procedure this procedure is stored in a way that it is accessible to all staff, families, visitors and volunteers they are actively involved in the review of this procedure, as required, or at least annually details of this procedure's review are documented.

Procedure

Introduction	<p>No preschool child will be subjected to any form of corporal punishment or discipline that is unreasonable in the circumstances.</p> <p>All teachers, educators, visitors and volunteers will:</p> <ul style="list-style-type: none"> • Maintain the dignity and rights of each child when interacting with them. Staff do this in many ways, including working positively through challenging moments, acknowledging children's feelings, and respecting and valuing children's culture. • Support each child to develop warm, trusting, respectful relationships with other children and with adults. Staff do this in many ways, including greeting each child individually; actively listening and responding to children's ideas and feelings; acknowledging when children have achieved something; being truthful and honest with children; modelling appropriate manners and polite language. • Encourage each child to express themselves and their opinions, engaging them in sustained conversations about things that interest them. All children will be treated equally and given the same opportunities to contribute to the program through interest-based programming. • Respond to each child's strengths, abilities, interests and play, to support curriculum decision making. Staff do this in many ways, including focusing on the strengths that children bring to the preschool, building on abilities over time, programming towards children's interests, and ensuring all activities are fun, play-based, and align with EYLF outcomes.
The preschool program	<ul style="list-style-type: none"> • Provide regular opportunities for children to engage in meaningful play experiences that promote positive interactions and build relationships. This is done through creating play spaces that provide for social play, ensuring the preschool provides spaces for independent as well as group experiences, supporting cooperative

	<p>play through the provision of provocations, promoting leadership in child - led activities.</p> <ul style="list-style-type: none"> • Provide support and guidance for every child to respect individual differences and regard for each family's cultural values. This is done through providing artefacts and other resources that value cultural heritage; including resources that include people of diverse ability and culture; promote equality and fairness in the ways children are responded to; celebrate a variety of cultural celebrations. • Support children to manage their own behaviour and to develop self - regulation. For example, supporting children to negotiate; listening and responding when children are experiencing high levels of emotion; providing children with time to reflect and adjust to expectations; explicitly teaching, prompting and praising expected behaviours in a positive and gentle way; providing visual cues; using positive language. Programs such as PBL, Grow Your Mind, and Smiling Minds may be used to support this teaching.
Implementing the child safe standards – Responding to a disclosure of abuse	<p>If a child discloses abuse to a staff member, they will respond appropriately and in a supportive manner. The Department of Communities and Justice provides this advice:</p> <ul style="list-style-type: none"> • respond to a disclosure by being calm and listening carefully and non-judgmentally • let the child tell their story freely and in their own way • acknowledge how difficult it may have been to disclose and reassure the child that it was the right thing to do • do not interview or gather evidence, as this is the responsibility of specially trained caseworkers and police officers • immediately after the disclosure write down and date the comments and statements made by the child using their exact words • record any observations about the child's mood or demeanour

	<ul style="list-style-type: none"> report this information to the principal.
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Record of procedure's review

Date of review	12/2/25
Who was involved	Preschool team & whole school staff team
Key changes made and reason why	No changes needed at this time
Record of communication of significant changes to relevant stakeholders	<p>Principal: participated in review, handed updated copy</p> <p>Staff: participated in review, updated copy in staffroom policy folder</p> <p>Parents: participated in review, updated copy on website</p> <p>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.</p>
Date of review	7/2/24
Who was involved	Preschool team
Key changes made and reason why	Transferred to new DOE format, highlighted in policy more about how to respond to a disclosure of abuse
Record of communication of significant changes to relevant stakeholders	<p>Principal: participated in review, handed updated copy</p> <p>Staff: participated in review, updated copy in</p>

	<p>staffroom policy folder</p> <p>Parents: participated in review, updated copy on website</p> <p>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.</p>
Date of review	20/2/23
Who was involved	preschool team, whole school staff team, children, and families
Key changes made and reason why	Added examples of programs that could be used to support children's teaching of managing their own behaviour
Record of communication of significant changes to relevant stakeholders	Permanent school staff will be alerted to changes during next school staff meeting. Casual teachers will be alerted to read local procedures folder on next commencement day of work with staff alerting them to changes.
Date of review	10/2/22
Who was involved	preschool team, whole school staff team, children, and families
Key changes made and reason why	Transferred to new DOE format.
Record of communication of significant changes to relevant stakeholders	Permanent school staff will be alerted to changes during next school staff meeting. Casual teachers will be alerted to read local procedures folder on next commencement day of work with staff alerting them to changes.

Copy and paste the last 4 rows to the bottom of the table each time a new review is completed.

