

## Keeping pets at preschool – 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
<b>NQS: 3.2.3</b>  <b>Law Section: 167</b>	Leading and operating department preschool guidelines  <a href="#">Animal Welfare – Schools policy</a>  <a href="#">Animals in schools</a>	<a href="#">Kidsafe – Kids and animals</a>  ACECQA information sheet – <a href="#">Keeping pets and animals in education and care services</a> <a href="#">[PDF 910 KB]</a>

## 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> </ul> <p>These tasks may be delegated to other members of the preschool team, but the responsibility sits with the principal.</p>
<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</p>

	<p>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 teacher(s) and educator(s)</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>

## Procedure

Introduction	<ul style="list-style-type: none"> <li>• Having a pet at our preschool gives children the opportunity to observe, interact and learn about animals. It is considered a valuable part of our children's education and care experience through learning about the natural world.</li> <li>• This procedure has been developed in consultation with staff, families and children.</li> </ul>
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<p>Supporting children's learning</p>	<ul style="list-style-type: none"> <li>• Providing children with access to animals in our preschool can help them learn about the responsibility of caring for living things and learning about life cycles.</li> <li>• The outcomes of the EYLF can emphasise the role animals play in supporting children's learning. They include:  Outcome 1: Children have a strong sense of identity: Children learn to interact in relation to others with care, empathy and respect.  Outcome 2: Children are connected with and contribute to their world: Children become socially responsible and show respect for the environment</li> </ul>
<p>Choosing and keeping the right pet for our preschool</p>	<ul style="list-style-type: none"> <li>• The preschool educators and school leadership made the decision to keep spiny leaf insects at our preschool. Families and children were consulted through discussions and parent meetings, and were happy with the decision to keep animals at the preschool.</li> <li>• We made decisions based on the following considerations:  Preschool educators will be responsible for helping children care for the animals, including feeding and cleaning.  The animal will be cared for during school holidays by preschool educators.  The physical space available at the preschool is adequate for the needs of the animal. The insects will be housed in a fine mesh enclosure.  Time will be available throughout the day to care for the animal. This includes helping children spray the leaves with water daily and changing the leaves in the enclosure weekly. Educators will also allocate time to clean the enclosure, throwing away old leaves and droppings.  Educators are aware of all allergies at the preschool and have established that no children are allergic to the spiny leaf insects.</li> </ul>

	In the instance of a new enrolment a child is found to be allergic to the insects, the enclosure will be temporarily moved to another classroom.
Assessing and managing risk	<ul style="list-style-type: none"> <li>While there are many benefits to keeping pets at our preschool, there are also a range of issues we considered for the safety and wellbeing of both the children and the animals.</li> <li>The preschool educators and leadership have developed a risk assessment to ensure the safety of children and the pets. These include our approach to <ul style="list-style-type: none"> <li>Germes</li> <li>Effective hand washing and cleaning</li> <li>Appropriate supervision.</li> </ul> </li> </ul> <p>See Spiny Leaf Insect Risk Assessment</p>

## Record of procedure's review

<b>Date of review</b>	18/6/25
<b>Who was involved</b>	preschool team, whole school staff team, children, and families
<b>Key changes made and reason why</b>	No changes needed at this time
<b>Record of communication of significant changes to relevant stakeholders</b>	<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</p>

	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.
<b>Date of review</b>	28/6/24
<b>Who was involved</b>	preschool team, whole school staff team, children, and families
<b>Key changes made and reason why</b>	Updated some words to make procedure more clear
<b>Record of communication of significant changes to relevant stakeholders</b>	<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>
<b>Date of review</b>	13/12/23
<b>Who was involved</b>	preschool team, whole school staff team, children, and families
<b>Key changes made and reason why</b>	New procedure made in accordance with the DOE preschool handbook guideline.
<b>Record of communication of significant changes to</b>	<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>

<b>relevant stakeholders</b>	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.
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