 

KOONAWARRA PUBLIC SCHOOL PRESCHOOL

**(h) Providing a child safe environment**

**(Including supervision)**

**Forbes Street Woolloomooloo 2013**

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| **Current** | July 2018 |
| **Next Review** | July 2019 |
| **Regulation(s)** | [Regulation 82](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap4/part4.2/div1/reg.82)  [Regulation 83](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap4/part4.2/div1/reg.83)  [Regulation 84](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap4/part4.2/div1/reg.84)  [Regulation 103](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap4/part4.3/div1/reg.103)  [Regulation 104](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap4/part4.3/div1/reg.104)  [Regulation 168](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap4/part4.7/div2/reg.168)  [Regulation 271](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap7/part7.3/div2/reg.271) |
| **National Quality Standard(s)** | Standard 2.1  Standard 2.2  Standard 3.1  Standard 3.2  Standard 5.2 |
| **Relevant DoE Policy and link** | [Student Health in NSW Public Schools: A summary and consolidation of policy PD/2004/0034/V01](https://education.nsw.gov.au/policy-library/policies/student-health-in-nsw-public-schools-a-summary-and-consolidation-of-policy?refid=285776)  [Public Schools NSW: Protecting and Supporting Children and Young People Policy](https://education.nsw.gov.au/policy-library/policies/protecting-and-supporting-children-and-young-people-policy)  [Public Schools NSW: Protecting and Supporting Children and Young People Procedures](https://education.nsw.gov.au/policy-library/associated-documents/protecting_proced.pdf)  Public Schools NSW: [Working with Children Check Policy PD/2005/0264/V07](https://education.nsw.gov.au/policy-library/policies/working-with-children-check-policy)  [Public Schools NSW: Overview of principal responsibilities under the WWCC policy and procedures – what to upload to the AZ](https://education.nsw.gov.au/human-resources/media/documents/recruitment/Overview-of-the-WWCC-Policy-and-Procedures.pdf)T  [Public Schools NSW: Work Health and Safety (WHS) Policy](https://education.nsw.gov.au/policy-library/policies/work-health-and-safety-whs-policy?refid=285835%22﷟HYPERLINK%20%22https://detwww.det.nsw.edu.au/detresources/Standard_precautions_for_infection_control_imdvCOrWUj.pdf)  [Public Schools NSW: Child Protection Allegations Against Employees](https://education.nsw.gov.au/policy-library/policies/child-protection-allegations-against-employees)  [Public Schools: Procedures for the Local Management of Less Serious Allegations in the Area of Child Protection Against DET Employees](https://education.nsw.gov.au/policy-library/associated-documents/localman03.pdf)  [Public Schools NSW: Responding to Allegations Against Employees in the Area of Child Protection](https://education.nsw.gov.au/policy-library/associated-documents/respondwoutdisc.pdf) procedure |
| **Relevant School Procedure** |  |
| **DoE Preschool Handbook January 2016** | [Department of Education Preschool Handbook](https://schoolsequella.det.nsw.edu.au/file/caddbee8-92ca-422b-a9df-cffdd34d5ccf/1/preschool-handbook.pdf):  Access, pg. 13  Wellbeing  Safety  Staffing |
| **Key Resources** | [Public Schools NSW: Health and Safety directorate](https://education.nsw.gov.au/inside-the-department/health-and-safety)  [Public Schools NSW: Student Wellbeing directorate](https://education.nsw.gov.au/student-wellbeing)  [Kidsafe](http://www.kidsafensw.org) |

**Supervision**

* The educators acknowledge that preschool children need closer supervision than school-aged children due to their age and the nature of their activities.
* Preschool educators will be aware of potential hazards to ensure the risk of illness, accidents and harm is reduced wherever possible.
* When educators supervise children, they will not perform other duties which would affect the quality of their supervision and their interactions with children.
* Staff need to take a common sense approach to ensure children are adequately supervised if the preschool’s toilets are not visible or easily accessible from the outdoor learning area. An educator will stand at the outside door to ensure children can be seen at all times.
* Regulation 271 requires a staff-to-child ratio of 1:10. Staff to child ratios alone do not determine what is considered adequate supervision, educators move with the children.
* Notify the regulatory authority within 24 hours if a child appears to be missing, cannot be accounted for, appears to have been taken or removed from the premises, or has mistakenly been locked in or out of the education and care services premises.
* Carefully plan rosters that ensure continuity of care and adequate supervision at all times when children are being cared for and educated in the service and on excursions. Use consistent replacement staff for RFF, meal breaks and educator absences.
* Ensure that a risk assessment is carried out before an authorisation is sought for an excursion. The risk assessment will consider and identify the number of adults required to ensure continuous adequate supervision throughout the excursion.
* Inform new, relief and duty staff about supervision arrangements and what is required of them in relation to supervising children.
* The preschool team will regularly review supervision to ensure it is adequate.
* Arrange the education and care environment to maximise the ability of educators to supervise all areas accessible to children. Particular focus will be on gates, the fence line and doors during arrival and departure times. The main access door remains locked at pick up time to ensure that children leave only through one exit point.
* Upon entry to the preschool all visitors must also sign into the Preschool Visitor’s register. This is located on the kitchen bench.

**Child Protection**

*Koonawarra Preschool staff will:*

* Ensure supervision and visibility of children at all times in all indoor and outdoor areas, e.g. toilet facilities with viewing window. If changing a child another educator will hover outside the viewing window.

* Know that it is a criminal offence for anyone to physically or sexually abuse a child; to cause permanent emotional damage, e.g. making child feel constantly frightened, stupid, bad or threatened; provide inadequate supervision, food, clothing and shelter.
* Never physically punish children by hitting, shaking, pinching; do not use abusive, derogatory, humiliating language or inappropriately punish children by withdrawing child’s food, rest, use of the toilet, or lock in a room.
* Minimise negative interactions between children and Preschool staff, through the development of strategies to address behavioural issues.
* Be aware that criminal and child protection checks are carried out on all educators.
* Be trained annually in Child Protection, which aligns with the Department of Education annual mandatory training requirements.
* Understand that Mandatory Reporting of child abuse is required if they have reasonable grounds to suspect that a child is at risk of harm by family, relatives, friends, caregivers or staff, due to:
  + the child’s basic physical or psychological needs not being met
  + unwillingness or inability to arrange for the child to receive necessary medical care
  + the child has been, or is at risk of being physically or sexually abused or ill-treatment
  + incidences of domestic violence, and as a consequence, the child or young person is at risk of serious physical or psychological harm
  + behaviour towards the child which causes suffering, or is at risk of suffering serious psychological harm.
* Be aware that in the first instance it is compulsory to report child abuse concerns to the School Principal (Nominated Supervisor)
* Ensure confidentiality so the child is not at further risk of abuse, or intimidated to change their story and so a wrongly accused adult does not suffer damage to reputation and/or livelihood.
* Not interview children about suspected abuse or notify parents or guardians - the NSW Department of Community Services is responsible for informing parents.
* Know that the identity of reporters is confidential and that they are legally protected and cannot be prosecuted for reporting child abuse on reasonable grounds, in accordance with the Regulation.
* Be aware of cultural practices that can be misinterpreted as signs of abuse, such as cupping, application of poultices, not cutting hair or nails in infants.

**Social Media**

* Conversations in social media are a dialogue, an opportunity to share, listen, collaborate and respond to our colleagues and communities.
* Guidelines that promote responsible use:
  + Know and follow relevant department policies
  + Be honest
  + Be polite and courteous
  + Use common sense
  + Be apolitical and impartial when using social media for official purposes
  + Demonstrate NSW public education values (fairness, respect, integrity and responsibility).

**Photos**

* Educators must gain permission from parents/guardians to use any photos in publications or for training purposes.
* Photos must not contain pictures of children who are not dressed, toileting or sleeping.
* Staff are not permitted to keep personal albums of digital photos.

**Screen Time**

* Staff will endeavour to limit activities involving small screen use to those programs that have an educational component
* Encourage staff to model appropriate small screen behaviour.

**Cleaning**

* Our preschool educators will ensure that furnishings and play equipment are checked regularly and kept in a safe, clean and hygienic condition. A cleaning schedule will document the regular cleaning (as appropriate) of all areas within the preschool (see appendix for cleaning and maintenance roster).
* Koonawarra Preschool closes on the last 3 days of year. This allows for educators to disinfect equipment, furniture and beds, and secure buildings, resources and equipment ready for the new year.
* Educators will consider the type of products used for cleaning desks, toys and equipment in the preschool. Many chemical cleaning products (including disinfectants) may be a potential risk to health, possibly triggering conditions such as asthma, allergies and poisoning.
* Disinfectant will be used for bed cleaning at the end of each attendance pattern. This product is diluted 1:3. Detergent and water is used to wipe tables after each meal break and to clean up body fluids.
* A colour coded system is used for cloths (see appendix). All general cloths are washed twice a week after use. Any contaminated cloths are disposed of after use.
* Tabletops are cleaned before and after each session. A mop and bucket are available to clean the floor with detergent and hot water when children have a toileting accidents.
* DoE preschools have contracted cleaners who clean the floors and bathrooms daily. More extensive cleaning is conducted during school holidays, such as cleaning the fans and windows of our preschool.
* Soft toys, dress up clothing, puzzles, books, sand equipment, tables and chairs and indoor equipment are cleaned regularly to reduce the spread of infection.

**Sandpit**

* The sand pit will be securely covered when not in use to prevent contamination from animal excreta, broken glass and other objects. The sandpit should be checked daily to remove any contaminated objects.
* The sand pit will be cleaned after any spills or accidents. This will be done by water and a mild detergent.
* The sand will be kept topped up to the maximum level (within 100 mm of the top edge of the sandpit edging).
* The sand will be renewed annually or as necessary.

**Buildings and equipment**

* All buildings and equipment will be safe and in good repair.
* Urgent minor repairs for the preschool will be carried out as for all other areas in the school. Notification is record on the daily ‘Cleaning and Maintenance Roster’ and in the general assistant’s record.
* Playground equipment must be safe and in good repair. It should not pose any fall, pinch, crush or trap hazard to the children.
* The recommended depth of soft fall under fixed equipment is 300 mm. Mobile play equipment over 500 mm also needs to be set up on soft fall to a depth of 300mm. However, educators need to use judgement when setting up movable equipment. It can be set up in a safe space, not on soft fall, if a full risk assessment has been completed.

**Electrical and fire safety**

* All electrical equipment will be well maintained. Electrical cords will be secured safely away from children’s reach and power points ﬁtted with protectors, to ensure children’s safety.
* When not in use electrical equipment will be stored in a safe place that is inaccessible to children.
* Fire extinguishers must be placed appropriately throughout the building, as in the rest of the school, and a ﬁre blanket kept adjacent to any cooking facilities.
* Fire extinguishers will be checked yearly.

**Chemical safety**

* All dangerous cleaning materials, disinfectants, poisonous and other dangerous substances will be kept in a locked storage cupboard which is labelled.
* All medications, except for asthma medication, is stored in the refrigerator in the kitchen.
* Each substance must be labelled with a description of contents and directions for their use. All children’s medication must have a label from a pharmacist.

**Animals in the preschool**

* Staff must supervise children at all times when in contact with animals and good hygiene practices are to be followed, as animals can pass on both minor and serious diseases to humans.
* All children and adults wash their hands thoroughly after handling animals, especially before touching food

**Plants in the preschool**

* Any plants or vegetation that pose any risk of injury or severe discomfort or poisoning will be identified and maintained, or removed to ensure that they are no longer a hazard to children in the preschool. The Kidsafe Plants to Avoid guide is used when selecting new plants for the preschool environment.