



Procedure related to providing a child safe environment

Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated Department policy, procedure or guideline
2.2	84	Child Protection Policy: Responding to and reporting students at risk of harm
3.1	103	Working with Children Check policy
3.2	105	Child Protection: Allegations against employees
	109	Work health and safety (WHS) policy
	115	Student safety tools and procedures
	S. 165	
	S. 166	
	S.167	

How is adequate supervision maintained at all times of the day? How is a ratio of one educator for each ten children maintained at all times, particularly during planned educator breaks?

Supervision is maintained at all times in accordance with regulations. A ratio of one educator to ten children is maintained in both our indoor and outdoor environment.

Educators know where all children are at all times by actively and diligently monitoring their activities.

Educators use flexible positioning and strong communication between educators to ensure all children are supervised.

Educators inform another educator if they are going into a storeroom or bathroom. During arrival times, both educators are in the room welcoming children and families. Educators are aware of each other and the possibility of parents wanting to briefly talk. In this case, the other educator will be actively monitoring the children during this time.

During pack-away times, educators are supervising children tidying up the environment and helping them as needed.

At the end of the day during children's departure time, children are provided with quiet activities on the floor to select from. This ensures all children are in one spot and educators can easily monitor who is coming to collect each child. This also ensures if one educator is talking to a parent, the other educator can supervise the remaining children.

Ratios are maintained during planned educator breaks. The whole school duty roster includes a preschool duty to relieve educators for their break. The preschool educator's Release from Face to Face (RFF) is also on the whole school timetable. Educators must stay with the children until the release educator has signed in and is in the room/outdoor environment.

How do educators become aware of potential hazards in the preschool? How are risks minimised?

The preschool team carries out daily safety checks to become of potential hazards in the preschool. If potential hazards are identified, a risk management plan is developed. Risk management plans are located in the staff office in the risk management display folder.

Where are potentially hazardous products (e.g. cleaning chemicals, aerosol cans, medications) stored securely?

Potentially hazardous products are stored securely in the preschool. In the classroom, they are kept in the laundry or in the locked cupboard under the sink. In the staff office, products are kept under the sink in the kitchen.

How are children protected when there are animals in the preschool?

At times we have animals visit the preschool. Educators and children are to wash their hands with soap and water before and after touching animals.

Educators supervise children when they have contact with animals. Children are discouraged to put their faces close to animals.

How are toxic plants identified and removed?

Any toxic plants are reported in the General Assistant's maintenance book for removal. Children will be moved to the opposite playground.

What is the process for reporting and maintenance of damaged or broken furniture, equipment or the building?

Educators report any damaged or broken furniture, equipment or building maintenance to the General Assistant. A maintenance book is kept in the school office in the GA's tote tray labelled Melissa Knight.

Describe how particular features of the preschool are maintained hygienically (e.g. sandpit, mud-kitchen).

The sandpit is covered when it is not in use and when the preschool is unattended to prevent contamination.

The mud-kitchen is cleaned prior to the preschool opening with warm soapy water and a brush.

The fixed equipment is inspected each morning prior to children arriving. Warm soapy water is used to clean areas that have been contaminated overnight or while the preschool was closed.

What is the process for educators as 'mandatory reporters' to report child protection concerns?

If Staff have child protection concerns, they are to use the Mandatory Reporter Guide to assist in making the most appropriate reporting decision or speak to the school Principal.

What mandatory child protection training do educators undertake?

All staff P-6 complete the mandatory child protection training. Transcripts of completion of training are kept in the staff information folder located in the preschool office.

In what situations does the preschool make a notification to Early Learning?

Reviewed September 2022