Birraleegal Goondi Preschool
Walgett Community College
Our school community is built on safe, respectful, happy learners, striving for our motto of Courage and Excellence.

Providing a child safe environment – 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: 2.2, 3.1 **Law Section: 162A, 165, 166, 167** **Regulations: 84, 103, 105, 109, 115**	Leading and operating department preschool guidelines Child Protection policy – Responding to and reporting students at risk of harm Child Protection – Allegations against employees Working with Children Check policy Department web page – Child Protection	ACECQA information sheets: • Active supervision – Ensuring safety and promoting learning [PDF 910 KB] • Minimising the risk of children being mistakenly locked in or out of service premises [PDF 478 KB] Kidsafe NSW Implementing the Child Safe Standards – A guide for early childhood education and outside school hours care services [PDF 3.7 MB] Keeping our kids safe – Cultural safety and the national principles for child safe organisations [PDF 13.1 MB] ACECQA information sheet – Embedding the national child safe principles ACECQA's policy and procedures guidelines – Providing a child safe environment [PDF 217 KB] Department of Communities and Justice – signs of abuse

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Responsibilities

School principal	The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool. The principal is responsible for ensuring: • 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. These tasks may be delegated to other members of the preschool team, but the responsibility sits with the principal.
Preschool supervisor	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 which includes: • 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 teacher(s) and educator(s)	Preschool teachers and educators are responsible for working with the preschool leadership team to ensure: • 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.

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Procedure

Supervision plan	• The preschool children are adequately supervised at all times.
	• A supervision plan is in place to support active supervision:
	  ○ On arrival parent/carer attend the sign on area so staff are aware of the child's presence. The child is guided towards the timetabled area under the direct supervision of the second adult.
	  ○ On pick-up the parent/carer/authorised person attends the sign on area so a staff member is aware of their presence and can assure a child is collected by an authorised person.
	  ○ During indoor time should a child need to use the bathroom, the indoor toilet will be utilised.
	  ○ During outdoor time a child who needs to rest will be provided with a rest cot in a space clearly visible to the staff in a quiet area.
	  ○ During transition times students will line up and a head count conducted by the teacher to ensure all children are present before moving to the next activity area.
	  ○ On visiting the main school site, the SLSO and teacher will position themselves at the front and rear of the children's line to maintain clear supervision.
	  ○ During outdoor activities the teacher and SLSO will position themselves so one can view the outdoor equipment and toilet and the other can view the covered verandah and bubbler area. They should be able to view each other.
	• 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.
	• Breaks are planned and regular qualified staff are timetabled to provide continuity in the preschool.
	• To implement the Child Safe Standards:
	  ○ any visitors or volunteers are appropriately supervised to safeguard children's safety
	  ○ where possible, each staff member remains in the line of sight of other staff members when working with children.

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Child protection	**Training** • All teaching, non-teaching, ongoing and casual staff complete the department's child protection induction training on commencing with the department, and then mandatory updates annually. • Preschool educators are encouraged and supported to raise and discuss any child protection concerns they have with their supervisor or principal. • Time is provided at the start of each year during the SDD to complete this mandatory training. • Wellbeing concerns for children are raised immediately with the principal and reports raised via the Child Wellbeing Unit where identified or referral to the school's Learning and Support Team is organised. **Mandatory reporters** • As a mandatory reporter, each staff member, volunteer or education student will inform the principal if they have reasonable grounds to suspect any risk of harm to a child or young person. • The principal will then apply the department's child protection policy – Child Protection: Responding to and reporting students at risk of harm • As described in this policy, the principal will use appropriate tools such as the online Mandatory Reporter Guide, professional judgement or specialist advice to determine if concerns about the safety, welfare or wellbeing of the child constitutes risk of significant harm. If they do, the principal will report to the NSW Department of Communities and Justice (DCJ). • The principal will let the person who made the report know the action taken. If a staff member believes that the principal has not reported risk of significant harm concerns to the DCJ, they must report directly to DCJ themselves. **Reportable conduct** • All staff, volunteers and education students who become aware of an allegation of a child protection nature about themselves or another employee must inform the principal. • On receiving a report of reportable conduct, the principal will apply the department policy – Child Protection: Allegations Against Employees. • If an allegation involves the principal, the staff member must inform another supervisor or suitable person, such as the Director Educational Leadership (DEL) within that network. • Principals must immediately report allegations against a staff member or volunteer of a child protection nature to Professional and Ethical Standards (PES) using the PES Reporting guide. • PES ensure the department's statutory responsibilities are met, including notifying the Office of Children's Guardian of reportable conduct under the *Children's Guardian Act 2019*. • Principals must report to NSW Police and/or Child Protection Helpline if the child is at risk of significant harm.

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	Notification to the Regulatory Authority
	• Notification must be to Early Learning (email earlylearning@det.nsw.edu.au or phone 1300 083 698) when:
	  ○ 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
	Record keeping
	• Records relating to child sexual abuse that has or is alleged to have occurred within the preschool will be kept for at least 45 years from the date the record was created.
	
	Taking images and videos of children
	We follow the National Model Code (NMC). At our preschools all educators and education students:
	1. Wherever feasible, we use service issued devices when documenting children's learning.
	2. We only carry personal devices for authorised essential purposes including evacuation and emergency response, regular outings and excursions.
	3. Staff are able to keep personal devices with them if managing health and family needs with prior approval from the principal.
	4. We have strict controls for the storage and retention of images of children, including any images or video being uploaded to individual children's profiles in Storypark to ensure confidentiality.

Working with children checks	• All department staff hold a current *Working with Children Check* clearance 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 stored in the staff information area. • Parents and close relatives volunteering in the preschool do not require a WWCC clearance, but must complete a WWCC Declaration for Child Related Workers, with sections 1, 3 and 4 completed and provide 100 points of proof of identity. • Volunteers over the age of 18 who are not parents or close relatives of a child attending the school at which they are volunteering are considered Specified volunteers and require a WWCC clearance to participate in the preschool program.

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Child safe culture **The safe use of online environments**	To implement the Child Safe Standards a child safe culture has been established and is maintained, with children's health, safety and wellbeing prioritised through the following practices: ○ The preschool makes a public commitment to child safety, for example, in the philosophy, family information booklet or newsletter. ○ Self-assessment and quality improvement processes examine and evaluate the implementation of the child safe standards. ○ Risk assessment plans are conducted and implemented to prevent and respond to possible risks to child safety. ○ Locally developed procedures describe processes that maintain child safety. The review of these procedures considers them from a child safety perspective. ○ Opportunities are provided for parents to share their feedback and have input into preschool decisions, particularly the review of local procedures and the philosophy. ○ Parents are informed of the actions the preschool takes to ensure child safety. ○ Parents are provided with information about child safety, including how they can report a child protection concern. ○ All staff are responsive to children, listening to what they say, believing them and acting on any concerns they have. ○ Staff provide opportunities for children to share their opinions and contribute to decisions that affect them, enabling them to then be able to confidently 'speak up' to raise a concern, if needed. ○ All staff are supported to fulfil their legal obligation as a mandatory reporter through annual training and opportunities to discuss concerns at team meetings. ○ Complaints are handled in a child-focussed manner and as outlined in the department's Complaint Handling policy. ○ The preschool's supervision plan describes how higher risk times of the day and activities are more closely supervised. ○ Children's use of online devices is supervised closely. All devices have child-safe filters installed.

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Risk management plan for the preschool environment	• A risk assessment 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. • The risk management plan for the preschool environment is reviewed and updated annually. • It is completed by the preschool supervisor and teacher and updated accordingly. • It identifies potential risks in both the indoor and outdoor environment, and describes steps taken to reduce or minimise these risks. • There is a temporary site risk management plan in place while the preschool remains onsite in the DE section of the school. This plan is to be reviewed annually and rewritten when the preschool returns to its original site.

Clean, hygienic and safe environment	• 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.
	• Any hazardous or broken items are rectified or removed from areas the children can access. If required, preschool maintenance is carried out by the school's General Assistant.
	• Preschool maintenance is carried out by the school's General Assistant as requested:
	  ○ by preschool staff or directed
	  ○ by the principal/supervisor as part of term break works.
	• All potentially hazardous products and materials are stored securely and inaccessible to children. The area in which they are stored is labelled as containing *hazardous* or *dangerous* materials.
	• Potentially hazardous materials are stored in a clearly labelled cupboard that is locked at all times.
	• 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:
	  ○ Hygiene areas such as toilets and sinks are cleaned daily by cleaning staff or as required by preschool staff due to an ill child.
	  ○ High contact areas such as tables, chairs, cots, handheld implements are cleaned at least daily dependent upon actual use.
	  ○ Outdoor equipment cleaned weekly and at the end of each term before storage.
	  ○ The sandpit is covered when not in immediate use to prevent animals accessing the sand.

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Record of procedure's review

Date of review	13/10/2024
Who was involved	Preschool team and principal
Key changes made and reason why	National model code – taking images and videos of children as part of our commitment to child safe practice broadly.
Record of communication of significant changes to relevant stakeholders	Principal: Alison Finlayson Staff: New templates from Early Learning to be implemented during review cycle and minuted in staff meeting 8/02/24. Parents: Nil changes required for this procedure. 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.

Date of review	10/06/2024
Who was involved	Alison Finlayson
Key changes made and reason why	Minor changes to reflect child safe standards – safe online learning environments, explicit guidance for 'adequate supervision' and responding to matters of a child protection nature. We also updated the procedure to the newest template available from Early Learning.
Record of communication of significant changes to relevant stakeholders	Principal: Alison Finlayson Staff: New templates from Early Learning to be implemented during review cycle and minuted in staff meeting 8/02/24. Parents: Nil changes required for this procedure. 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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Copy and paste the section below to the bottom of the table each time a new review is completed.

Date of review	
Who was involved	
Key changes made and reasons why	
Record of communication of significant changes to relevant stakeholders	Principal: Staff: Parents: 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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