

## Providing a child safe environment

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
<p>NQS: 2.2, 3.1</p> <p>Law Section: 162A, 165, 166, 167</p> <p>Regulations: 84, 103, 105, 109, 115</p>	<p>Leading and operating department and preschool guidelines</p> <p><a href="#">Child Protection policy – Responding to and reporting students at risk of harm</a></p> <p><a href="#">Child Protection – Allegations against employees</a></p> <p><a href="#">Working with Children Check policy</a></p> <p><a href="#">Department web page – Child Protection</a></p>	<p>ACECQA information sheets:</p> <ul style="list-style-type: none"> <li>▪ <a href="#">Active supervision – Ensuring safety and promoting learning [PDF 910 KB]</a></li> <li>▪ <a href="#">Minimising the risk of children being mistakenly locked in or out of service premises [PDF 478 KB]</a></li> </ul> <p><a href="#">Kidsafe NSW</a></p> <p><a href="#">Implementing the Child Safe Standards – A guide for early childhood education and outside school hours care services [PDF 3.7 MB]</a></p> <p><a href="#">Keeping our kids safe – Cultural safety and the national principles for child safe organisations [PDF 13.1 MB]</a></p> <p><a href="#">ACECQA information sheet – Embedding the national child safe principles</a></p> <p>ACECQA's policy and procedures guidelines – <a href="#">Providing a child safe environment [PDF 217 KB]</a></p> <p><a href="#">Department of Communities</a></p>

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		<a href="#">and Justice – signs of abuse</a>

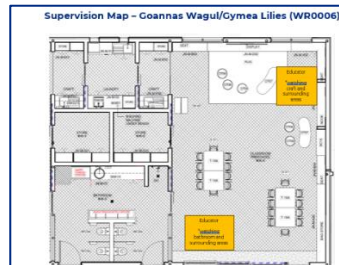
**Responsibilities**

<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 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>

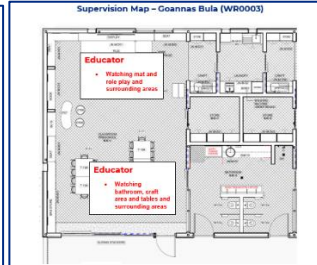
## Procedure

### Supervision plan

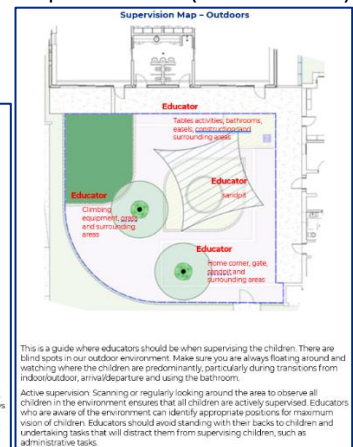
- The preschool children are adequately supervised at all times.
- Supervision plans are in place to support active supervision (see below).



**Supervision Layout**  
This is a guide where educators should be when supervising the children. Make sure you always watching where the children are. Speak to other educators if you are moving from supervising space and/or during transition.



This is a guide where educators should be when supervising the children. There are blind spots in our indoor environment. Make sure you are always floating around and watching where the children are predominantly, particularly during transitions from indoor/outdoor, arrival/departure and using bathroom.



- 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.
- Break cover for preschool is integrated into the whole school playground roster. Where possible a handful of teaching and non-teaching staff provide cover so that there is more consistency and the children can build relationships with and feel comfortable around these staff members.
- 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.

### 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. This is a standing item on team meeting agendas. These meetings occur fortnightly.
- As a mandatory reporter, each staff member, volunteer or education student will inform the principal/preschool supervisor if they have reasonable grounds to suspect any risk of harm to a child or young person.
- The principal/preschool supervisor 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/preschool supervisor 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/preschool supervisor will report to the NSW Department of Communities and Justice (DCJ).
- The principal/preschool supervisor will let the person who made the report know the action taken. If a staff member believes that the

principal/preschool supervisor 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) Liverpool Network (Glenfield Office).
- 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.

Notification to the Regulatory Authority

- Notification must be made to Early Learning (email [earlylearning@det.nsw.edu.au](mailto:earlylearning@det.nsw.edu.au) or phone 1300 083 698) by the principal/preschool supervisor 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.

**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 is stored in the staff folder located in the preschool office.
- 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.

**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.
- The preschool makes a public commitment to child safety, for example families have to opportunity to view and comment on this procedure during the annual review process, this procedure is available at anytime on the school website.



	<ul style="list-style-type: none"> <li>▪ Self-assessment and quality improvement processes examine and evaluate the implementation of the child safe standards.</li> <li>▪ Risk assessment plans are conducted and implemented to prevent and respond to possible risks to child safety. Risk assessment plans are kept in the risk assessment folder in the preschool office. Additionally, individual risk assessments are also kept in the class folder, also located in the preschool office, and the casual folders located in the classrooms.</li> <li>▪ Locally developed procedures describe processes that maintain child safety. The review of these procedures considers them from a child safety perspective. Once updated, these procedures are uploaded to the school website. A QR code, on display in the preschool, gives families easy access to the procedures on the website.</li> <li>▪ Upon the creation of the preschool philosophy at the start of the year and the annual review of policies and procedures, these documents are uploaded onto ClassDojo. This is done both as a link as well as the information pasted into the post (this is important to allow families who do not speak English to be involved as ClassDojo translates the posts). Questions are answered, feedback is reviewed, adjustments are made, as appropriate, and the final document is uploaded on the website.</li> <li>▪ Parents are informed of the actions the preschool takes to ensure child safety.</li> <li>▪ Parents are provided with information about child safety, including how they can report a child protection concern. Reporting information procedures are shared with families at orientation and in this procedure.</li> <li>▪ All staff are responsive to children, listening to what they say, believing them and acting on any concerns they have.</li> <li>▪ 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.</li> <li>▪ All staff are supported to fulfil their legal obligations as mandatory reporters through annual training and opportunities to discuss concerns at team meetings.</li> <li>▪ Complaints are handled in a child-focused manner and as outlined in the department's <i>Complaint Handling</i> policy and the preschool's <i>Dealing with Complaints</i> procedure.</li> <li>▪ The preschool's supervision plan describes how higher risk times of the day and activities are more closely supervised (see above).</li> <li>▪ Children's use of online devices is supervised closely. All devices have child-safe filters installed and are only used to support learning.</li> </ul>
<p><b>Risk management plan for the preschool environment</b></p>	<ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ Risk assessment plans are reviewed by the whole preschool team at a team meeting. Where a team member cannot attend the meeting the plan is sent to them and they can communicate their thoughts. Risk assessment plans are located on SharePoint, in the casual folder and in the risk assessment folder in the preschool office. If a new risk becomes apparent after the review, it is discussed at the next team meeting, however, if the risk poses a risk of harm to children, staff or families,</li> </ul>

	<p>staff need to inform the principal/preschool supervisor who will intervene immediately. Adjustments are then made to the plan.</p>
<p><b>Clean, hygienic and safe environment</b></p>	<ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ The daily safety check records are kept in a folder in the preschool office.</li> <li>▪ 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. Items are logged in through Sentral, however, any issues which are hazardous, risking health or harm, are also accompanied by a phone call to the general assistant/preschool supervisor.</li> <li>▪ All maintenance which is not hazardous is logged in through Sentral. Trades people are managed by the general assistant.</li> <li>▪ All potentially hazardous products and materials are stored securely and inaccessible to children. They are kept in the laundry/kitchen area under the sinks. The cupboards are locked as are the slide doors leading into this area. The area in which they are stored is labelled as containing <i>hazardous</i> or <i>dangerous</i> materials.</li> <li>▪ There are no toxic plants on the preschool site. Before a new plant is introduced to the site, reference is made to <a href="#">Kidsafe: Grow me safely</a> to determine if it is safe or not.</li> <li>▪ Environmental and equipment cleaning is an ongoing process to ensure the preschool is always safe and hygienic.</li> <li>▪ Food grade sanitiser is used to clean toys on Wednesdays and Fridays in Semester 1 and Tuesdays and Fridays in Semester 2. If child places an item in their mouth, it is sanitised immediately. The sandpit is cleaned every Friday afternoon. At the end of every term the preschool is cleaned thoroughly by the preschool educators.</li> <li>▪ The preschool is included in the school's cleaning contract. Surfaces are disinfected, floors are mopped, carpets are vacuumed, and bathrooms and the kitchen/laundry are all cleaned every afternoon. If an emergency clean is required the office is contacted and a call is made to the cleaning company.</li> </ul>

**Record of procedure's review**

Date of review	4/7/2024
Who was involved	Preschool supervisor and educators
Key changes made and reason why	Updated to the new template and new preschool site and new staff.
Record of communication of significant changes to relevant stakeholders	<p>Principal: via email Staff: via email Parents: ClassDojo for feedback and school website to share updated procedure</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>

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

Date of review	6/12/2023
Who was involved	Preschool supervisor and educators
Key changes made and reason why	Updated and reviewed to reflect the new Preschool environment.
Record of communication of significant changes to relevant stakeholders	Principal: via email Staff: via email Parents: ClassDojo for feedback and school website to share updated 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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Date of review	10/10/2023
Who was involved	Preschool supervisor and educators
Key changes made and reason why	More clarification regarding supervision due to: <ul style="list-style-type: none"> <li>▪ annual review</li> <li>▪ update to new proforma</li> <li>▪ in response to a critical incident (11/9/23).</li> </ul>
Record of communication of significant changes to relevant stakeholders	Principal: via email Staff: via email Parents: ClassDojo for feedback and school website to share updated 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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