

Rydalmere Public School Preschool Procedure



Providing a child safe environment

Reviewed: 8 – 4 – 19

Education and care services regulation/s	NSW Department of Education policy, procedure or guidelines	Preschool Handbook reference	School policy or procedure, where applicable
<p><u>Regulation 168(2)(h)</u></p>	<p>The following department policies and relevant documents can be accessed from the preschool section of the department's website;</p> <ul style="list-style-type: none"> • Protecting and Supporting Children and Young People Policy PD/2002/0067/V02 • Working with Children Check Policy PD/2005/0264/V07 • Work Health and Safety (WHS) Policy PD/2013/0454/V01 • Child Protection – Allegations Against Employees Policy DOC16/1020544 		
<ul style="list-style-type: none"> • Rydalmere public school preschool maintains a ratio of one educator for each ten children at all times. • Adequate supervision, throughout the day, of all children, in all areas is maintained. Staff supervises children and do not perform other duties that would affect the quality of their supervision and their interactions with children. Staff take a common sense approach to ensure children are adequately supervised. • Educators are aware of potential hazards and how risks are reduced. A daily safety check list is completed each morning by educators to identify and notify any hazards. Depending on the severity of the hazard educators would notify the school office immediately and have hazards rectified. • Annual risk assessments are developed for the general preschool environment (indoors and outdoors). Risk Assessments are kept on the preschool premises and are available for all staff to access. • A cleaning schedule is developed annually. The schedule is developed by the educators and outlines the products/methods used for cleaning and includes any risk assessments necessary. • All educators have a Working with Children check and understand their role as “mandatory reporters”. All DoE educators complete mandatory child protection training annually. 			

- Potentially hazardous products such as cleaning chemicals, aerosol cans and medications are stored in lockable cupboards and are clearly labelled.
- The preschool sandpit is securely covered when not in use to prevent contamination such as animal excreta, broken glass and other objects. It is checked daily to remove contaminated sand or rubbish and cleaned and sterilised daily, due to high numbers of mosquitoes, using detergent and warm water and is then raked through thoroughly. The sand is also topped up annually to keep a safe level.
- All DoE public schools employ a General Assistant (GA) for minor repairs and this is reported using communication log book located in the school front office.
- All fixed play equipment which is over 500mm has soft fall underneath.
- Rydalmere public school preschool provides fire extinguishers and a fire blanket. Fire extinguishers are placed appropriately throughout the building, as in the rest of the school, and a fire blanket is kept adjacent to any cooking facilities. Fire extinguishers are checked annually.
- All electrical equipment is well maintained. Electrical cords are secured safely away from children's reach and power points are fitted with protectors, to ensure children's safety.
- When not in use equipment is stored in a safe place that is inaccessible to children.
- Animals used in the preschool educational program can provide valuable learning experiences for children.
- 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.
- Animals' food and water containers must be kept separate from any areas used for food preparation for children. Children should not handle animals that are unwell.
- Any plants or vegetation that pose any risk of injury or severe discomfort or poisoning need to be identified and maintained or removed to ensure that they are no longer a hazard to children in the preschool. For more information, refer to the Department's Landscape Management in NSW Public Schools at https://detwww.det.nsw.edu.au/assetmanagement/assets/media/landscape_management.pdf