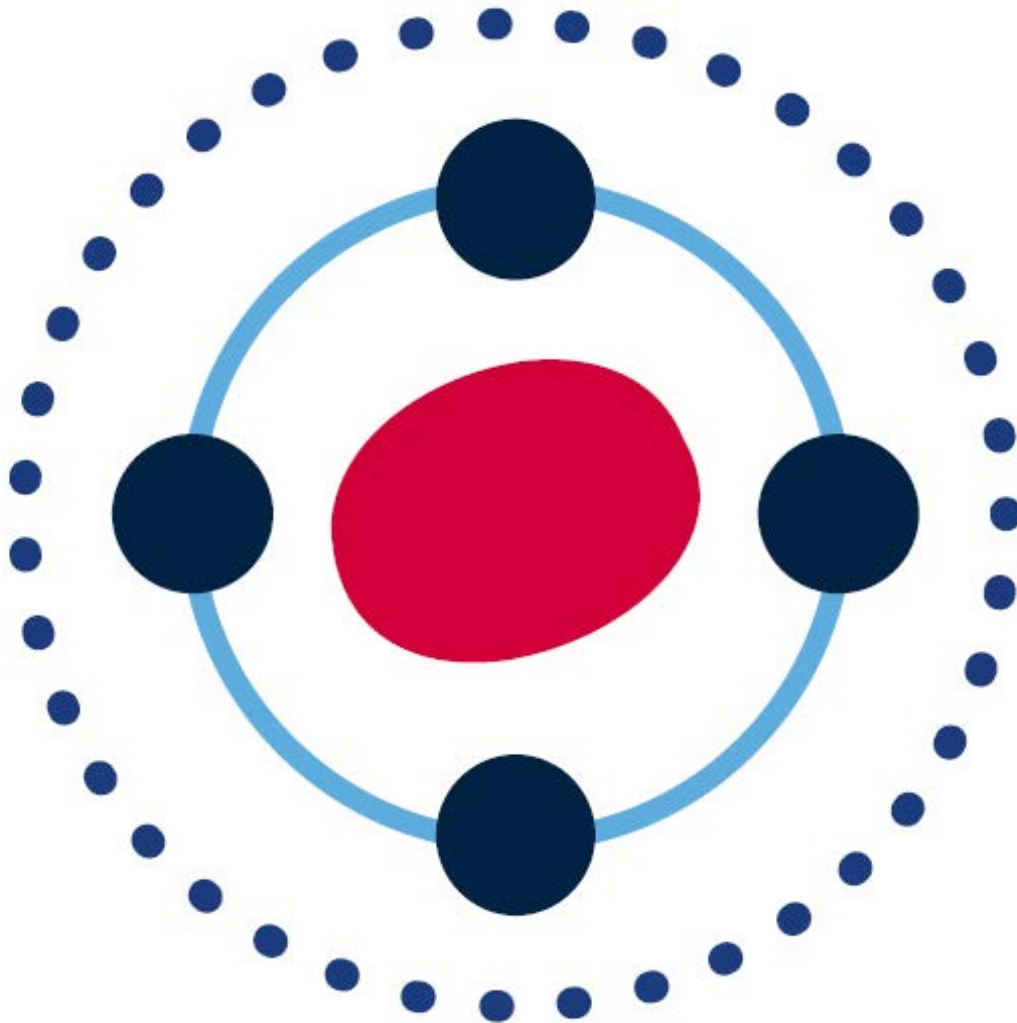




Kooloora Preschool Procedures





Kooloora Preschool water safety procedure

(including supervision during any water – based activities)

Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
2.2	Regulation 101	Leading and Operating Department Preschool Guidelines Excursions policy
Pre-reading and reference documents		
ACECQA Template – Excursion risk assessment KidSafe NSW Inc. - Water Safety		
Related procedures		
<p>Preschool nutrition, food and beverages and dietary requirements</p> <p>Excursions</p>		
Staff roles and responsibilities		
School principal (These tasks may be delegated to other members of the preschool team, but responsibility sits with the principal.)	<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"> 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. 	

<p>Preschool educators</p> <p>(This includes all staff; casuals, lunch cover, volunteers and anyone else who works in the preschool)</p>	<p>The preschool educators are responsible for working with leadership to ensure:</p> <ul style="list-style-type: none"> • all staff in the preschool and daily practices comply with this procedure • storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers • being actively involved in the review of this procedure, as required, or at least annually • ensuring the details of this procedure's review are documented.
<p>Procedure</p>	
<p>Rationale</p>	<ul style="list-style-type: none"> • The preschool's philosophy places emphasis on play-based learning and incorporating nature and culture into the environment and learning experiences. To provide opportunities for connectedness with nature and sensory exploration educators encourage children to use water in their play and learning.
<p>Drinking water</p>	<ul style="list-style-type: none"> • Each child accesses their own bottle of water throughout the day, as required. If they do not have one, an educator provides them with clean drinking water in a plastic cup or a spare drink bottle which is labelled with tape and the child's name for them to use. • Children's bottles are refilled if needed. Children are reminded to ask educators to if they require assistance to refill their drink bottles if they are empty. Educators will assist the children to empty and refill all drink bottles at point of need using the bubbler points located in the playground. Educators will fill drink bottles for children when using the indoor environment. • A drink bubbler is accessible in the outdoor area and is cleaned and sanitised on numeral occasions throughout the day by the educator supervising the specific area.
<p>Risk management plan</p>	<ul style="list-style-type: none"> • The preschool's environmental risk management plan records the risks of the use of water in learning experiences (e.g. water troughs, watering the garden) and notes minimisation strategies. • The daily safety check conducted before children arrive at the preschool includes a check for any pooled rain water. • Excursions to a location or venue with a body of water are carefully planned for and considered in the excursion risk management plan. • Blow up swimming pools are not used in the preschool. • Buckets used for cleaning will be emptied immediately after use. No buckets are left in learning areas or are accessible to children.

Supervision	<ul style="list-style-type: none"> • The preschool supervision plan notes that children are supervised more closely around any activities which use water. • Water troughs will only be filled when an educator is able to supervise by staying within arm's reach of the children and are emptied when not in use.
Hot water	<ul style="list-style-type: none"> • Children are not able to access hot water. There are no hot water taps in areas accessible to children. • Educators do not carry or consume hot drinks when children are present

Record of procedure's review	
Date of review and who was involved	
20/8/21 Sharon Buck DP, IL, Jacqui Buchanan Principal/ nominated supervisor, Tanika Harris AP, Kayala Bennett, SLSO, Sharon Chandler, SLSO	
Key changes made and reason/s why	
Update onto new DoE template	
Record of communication of significant changes to relevant stakeholders	

Copy and paste a new table to record each occasion the procedure is reviewed.



Kooloorra Preschool Acceptance and refusal of authorisations procedure

Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
7.1	Regulation 92 Regulation 93 Regulation 99 Regulation 102 Regulation 161	Leading and operating department preschool guidelines Preschool- Obtaining parent's authorisation and consent
Pre-reading and reference documents		
Application to enrol in a NSW Government Preschool		
Staff roles and responsibilities		
School principal (These tasks may be delegated to other members of the preschool team, but responsibility sits with the principal.)	The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool. The principal is responsible for ensuring: <ul style="list-style-type: none"> 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. 	
Preschool educators (This includes all staff; casuals, lunch cover,	The preschool educators are responsible for working with leadership to ensure: <ul style="list-style-type: none"> all staff in the preschool and daily practices comply with this procedure storing this procedure in the preschool, and making it accessible to 	

volunteers and anyone else who works in the preschool)	<p>all staff, families, visitors and volunteers</p> <ul style="list-style-type: none"> • being actively involved in the review of this procedure, as required, or at least annually • ensuring the details of this procedure's review are documented.
Procedure	
Collecting authorisations	<ul style="list-style-type: none"> • The <i>Application to enrol in an NSW Government preschool</i> (preschool enrolment form) collects parent / carer acceptance or refusal of authorisations and consent for the following circumstances: <ul style="list-style-type: none"> ○ illness, accident and emergency treatment ○ transportation in a medical emergency ○ permission to publish (information about the child) ○ permission for the child to use online services (the internet) ○ consent to seek information from other organisations or government departments about the child based on information provided in Section A of the enrolment form related to learning and support needs, special needs, health conditions, required risk assessments and children's needs noted within the application, and from other prior to school services, organisations or NSW Government departments. • Parents / carers record in the preschool enrolment form nominees they authorise to: <ul style="list-style-type: none"> ○ collect their child from preschool (authorised collectors) ○ consent to medical treatment and authorise the administration of medication for their child ○ authorise the child being taken away from the preschool premises for an excursion. • The preschool enrolment form does not collect the following authorisations and they are collected separately, when applicable: <ul style="list-style-type: none"> ○ application by an adult of sunscreen or insect repellent to a child ○ administration of medication ○ authorisation to leave the preschool premises for a regular outing or an excursion ○ authorisation to transport children (other than on an excursion). • All localized authorisations are collected in the initial enrolment meetings with parents, which are conducted prior to commencing attendance at Kooloorra Preschool.
Communication and application of authorisations and refusals	<ul style="list-style-type: none"> • Authorisation and authorised collector information is extracted from the enrolment forms and summarised for each preschool class by the preschool administrative officer. • This summary clearly indicates any authorisation refusals, and who each child's authorised collectors are.

	<ul style="list-style-type: none"> • The summary is communicated to all preschool staff and stored in a secure, accessible location within the preschool. These are listed and documented in a folder that is kept on the top of the filing cabinet in the ECT preschool office and is clearly labelled 'Children's authorised collectors'. This is also communicated in the casual induction folder. • Relieving and casual staff and volunteers are made aware of any authorisation refusals and each child's authorised collectors at the time of induction and via information kept in the induction folder. • All staff refer to this information to ensure any authorisation refusals are complied with and that a child only leaves the preschool in the care of a parent or one of their authorised collectors.
Changes to authorisations	<ul style="list-style-type: none"> • A parent or carer may choose to change their authorisations or their child's authorised collectors if their circumstances change by contacting the school office staff. • If changes are notified: <ul style="list-style-type: none"> ○ they are recorded in the preschool enrolment form, the school's record keeping systems of ERN and Sentral by the administrative officer. ○ preschool records are updated accordingly ○ preschool staff are told of the change verbally on the day of the change, documented in the reflection journal and discussed the next reflection meeting. • Community notifications are made on Seesaw to remind families if they need to update their child's authorized collectors.

Record of procedure's review
Date of review and who was involved
Key changes made and reason/s why
Record of communication of significant changes to relevant stakeholders

Copy and paste a new table to record each occasion the procedure is reviewed.



Preschool – Obtaining parent's authorisation and consent

Schools must obtain authorisation and consent from parents and authorised nominees in some circumstances. For example, administering medication to children, children leaving the premises in the care of someone other than their parent and children being taken on excursions. Parents may refuse to allow authorisation. All authorisations and refusals are to be kept in the child's enrolment record.

Parent consent (or consent from authorised nominees) and authorisations must be obtained in the following circumstances:

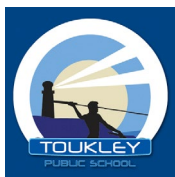
- Administration of medication to children.
- Medical treatment by a doctor or hospital in the case of an accident or emergency, including transportation in an ambulance
- Children being taken on excursions and regular outings
- Collection of children from preschool – when leaving the premises in the care of someone other than the parents
- Children having access to the internet and/or an email account
- Photographs being taken of children
- Application of sunscreen/insect repellent

Information about consent or refusal of authorisations is held on the preschool enrolment form.

Department preschools are required to comply with the Education and Care Services National Regulations 2011. This document relates to regulations [92](#), [93](#), [102](#), [160](#), [161](#) and [168](#). These regulations align with the National Quality Standard Quality Area 2: Children's health and safety and Quality Area 7: Governance and leadership.

Acceptance and refusal of authorisations is supported by the following department policies:

- [Application to enrol in a NSW Government Preschool](#) – Enrolment of Students in NSW Government Schools: A Summary and Consolidation of Policy PD/2002/0006/V01
- [Administration of Medication: Legal Issues Bulletin 46, December 2012](#)
- [Excursion Policy and Implementation Procedures: PD/2004/0010/V07](#)
- [Student Health in NSW Public Schools: A summary and consolidation of policy PD/2004/0034/V01](#)



Kooloorra Preschool administration of first aid procedure

Associated National Quality Standards	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
2.1 2.2	Regulation 89 Regulation 94 Regulation 136	Leading and operating department preschool guidelines Student health in NSW schools: A summary and consolidation of policy
Pre-reading and reference documents		
First Aid Procedures		
Staff roles and responsibilities		
School principal (These tasks may be delegated to other members of the preschool team, but responsibility sits with the principal.)	<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"> 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. 	
Preschool	The preschool educators are responsible for working with leadership to	

<p>educators</p> <p>(This includes all staff; casuals, lunch cover, volunteers and anyone else who works in the preschool)</p>	<p>ensure:</p> <ul style="list-style-type: none"> • all staff in the preschool and daily practices comply with this procedure • storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers • being actively involved in the review of this procedure, at least annually, or as required • ensuring the details of this procedure's review are documented.
<p>Procedure</p>	
<p>First aid qualifications</p>	<ul style="list-style-type: none"> • All department staff (ongoing, temporary and casual) complete the department's mandatory first aid training: <ul style="list-style-type: none"> ◦ Australian Society of Clinical Immunology and Allergy (ASCIA) anaphylaxis e-training ◦ anaphylaxis face-to-face training (mandatory if a child with anaphylaxis is enrolled in the preschool) ◦ e-Emergency care ◦ CPR face to face training (HLTAID001) • There is at least one staff member available on the school site, readily available at all times who holds current ACECQA approved first-aid, anaphylaxis and asthma qualifications (HLTAID004). This is currently held by both preschool educators and the School Administration Officer. • The names of the preschool educators who hold the ACECQA first aid qualifications are clearly displayed in the preschool. They are noted as <i>nominated first aider / s</i> alongside the days they are on duty in the preschool. This information is displayed in the preschool foyer along with the photographs of these people. This information is also located on the front of both first aid kits. • Educators' current first aid certificate/s are stored in hard copy in the staff folder. This folder is stored in the preschool office. Digital copies are held by the School Administration Manager. It is the responsibility of the preschool Administration Officer to maintain the preschool staff folder. • Each educator takes responsibility for ensuring their first aid qualification/s remain current by monitoring the expiry date / s and alerting the preschool supervisor or principal prior to requiring retraining.

First aid kit	<ul style="list-style-type: none"> • First aid kits are stored on the preschool site. A first aid kit is located in the children's bathroom mounted on the wall and is accessible from both indoor and outdoor locations. A portable first aid kit is kept in the preschool office and is taken when utilising the school grounds, at emergency evacuations and on excursions. • The kits are inaccessible to children, but easily recognisable and accessible to adults. • A written record of the contents of the kit /s is maintained, including the contents' expiry dates. The contents are guided by the Health and Safety Directorate's checklist of contents for first aid kits document. The preschool administration officer is responsible for checking and maintaining and restocking items in the kit and will initial and date once completed. This check occurs once per term. • For use in an emergency situation, the first aid kit contains a general - use EpiPen Junior and asthma reliever medication (Ventolin) and instructions for their use - the ASCLIA First Aid Plan for Anaphylaxis (ORANGE) 2020 EpiPen and the Asthma Care Plan for Education and Care Services. • The location of this emergency medication is clearly noted on the outside of the kit for the information of all staff, visitors and volunteers. • When the group leaves the preschool to evacuate, for an excursion or to go into the school site, the following is taken: <ul style="list-style-type: none"> ○ a first aid kit ○ the general – use emergency medication and instructions for use ○ individual children's emergency medication and medical management plans. <p>This is carried by the preschool SLSO.</p>
Administration of first aid	<ul style="list-style-type: none"> • In any medical emergency an ambulance will be called immediately by the Nominated Supervisor. • In an anaphylaxis or asthma emergency situation, preschool educators will administer emergency medication (EpiPen Jr or Ventolin) to a child who requires it. Parent /carer authorisation is not required for this. • If emergency medication is administered: <ul style="list-style-type: none"> ○ an ambulance will be called ○ the principal and child's parent or carer will be notified ○ a notification will be made to Early Learning (phone 1300 083 698) within 24 hours. • The schools defibrillator is located in the main office in the administration building. If a child in the preschool requires the defibrillator, an educator will phone the School First Aid Officer

	<p>internal extension line 101 who will come to the preschool immediately.</p> <ul style="list-style-type: none"> • If a child requires it, they will be administered first aid. • After first aid has been administered, the details will be recorded in an <i>Incident, injury, trauma and illness record</i>. This is completed by the educator who provides first aid. Completed records are stored in a incident folder in the preschool office and archived at the end of the year in line with ACECQA guidelines. • On collecting their child from preschool, the parent or carer will be notified of the circumstances surrounding the administration of first aid to their child and they will be asked to sign the completed <i>Incident, injury, trauma and illness record</i> as confirmation of this. • A list of children's names and date of birth is kept on top of the first aid kit mounted to the wall in the children's bathroom. This is kept on a clipboard with the incident form and the class list, for staff reference when needing to complete an Incident, injury, trauma and illness record. • If the child then sees a medical practitioner in relation to their injury, a notification will be made to Early Learning (phone 1300 083 698) within 24 hours of the preschool staff becoming aware the child was taken for medical attention. • If a child suffers a head or bite injury, their parent will be contacted as soon as practical.
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Record of procedure's review
Date of review and who was involved
26/8/2021
Key changes made and reason/s why
Update to new template. Update information regarding forms and storage.
Record of communication of significant changes to relevant stakeholders

Copy and paste a new table to record each occasion the procedure is reviewed.



Kooloorra Preschool dealing with complaints procedure

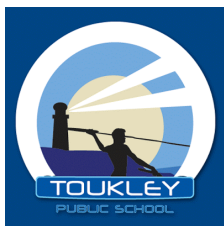
Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
7.1	Regulation 173 Regulation 176	Leading and operating department preschool guidelines Complaints Handling Policy School Community and Consumer Complaint Procedure Preschool Notification Guidelines
Pre-reading and reference documents		
ACECQA National Quality Standard Information Sheet: Using Complaints to Support Continuous Improvement Making a Complaint About Our Schools - family information sheet		
Staff roles and responsibilities		
School principal (These tasks may be delegated to other members of the preschool team, but responsibility sits with the principal.)	<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"> 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. 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 educators (This includes all staff; casuals, lunch cover, volunteers and anyone else who works in the preschool)	<p>The preschool educators are responsible for working with leadership to ensure:</p> <ul style="list-style-type: none"> all staff in the preschool and daily practices comply with this procedure storing this procedure in the preschool and making it accessible to all staff, families, visitors and volunteers being actively involved in the review of this procedure, as required, or at least annually ensuring the details of this procedure's review are documented. 	

Procedure	
Making a complaint	<ul style="list-style-type: none"> • The preschool's service approval details are clearly displayed at the preschool entrance. It includes the preschool's phone number and notes that, <i>any complaints are to be directed to the school principal</i>. • Families can make an informal complaint to the preschool teacher. If a complaint is made to the SLSO it is referred to the preschool teacher. The teacher informs the complaint to the designated preschool supervisor and the complaint is handled jointly. If the parent/carer is dissatisfied with the outcome they are referred to the Principal/Nominated Supervisor for further action. • A suggestion box is located in the main foyer for families who do not wish to make a face to face complaint to provide feedback whilst remaining anonymous. • Information on how families can make a complaint is contained in the information booklet for families and displayed prominently in the foyer. • The service approval details also note the name and contact number of the regulatory authority. Families are given access to the Department's Raising concerns with families document which is also displayed in the foyer and in parent information booklets. • If a staff member has concerns related to the behaviour or actions of another employee, contractor or volunteer, they must notify the school principal who will seek advice from the <i>Employee Performance and Conduct Directorate</i> (EPAC). • Complaints about the school principal can be made to the relevant <i>Director Educational Leadership</i> and EPAC (phone 02 7814 3733 or email epac@det.nsw.edu.au).
Dealing with complaints	<ul style="list-style-type: none"> • Our preschool implements the <i>NSW Department of Education's Complaints Handling Policy</i>. • Complaints are dealt with in an open, respectful and confidential manner. • Initially, the preschool teacher will seek to address and resolve complaints respectfully and informally, as soon as possible. • If a complaint cannot be resolved by the teacher, is a serious complaint or related to child protection, it will be referred to the principal immediately. • Details of any complaints made are documented. As a designated Aboriginal Preschool, our families tend to use yarning as a predominant form of communication. Information conveyed regarding issues or minor complaints are recorded in a reflection journal and discussed by staff to form a resolution plan. The privacy of families and staff making a complaint is protected.

	<ul style="list-style-type: none"> Parents are informed either verbally or in writing in regards to the outcomes and actions taken in response to their complaint.
Notification of a serious complaint	<ul style="list-style-type: none"> If a formal complaint is made alleging that the Law has been contravened or that a serious incident has occurred or is occurring, notification must be made to Early Learning (phone 1300 083 698) within 24 hours of the complaint being received.

Record of procedure's review
Date of review and who was involved
Key changes made and reason/s why
Record of communication of significant changes to relevant stakeholders

Copy and paste a new table to record each occasion the procedure is reviewed.



Kooloorra Preschool dealing with infectious diseases procedure

Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
2.1	Regulation 88	Leading and operating department preschool guidelines Student health in NSW schools: A summary and consolidation of policy
Pre-reading and reference documents		
NSW Immunisation Enrolment Toolkit Staying Healthy (5th Ed.): Preventing infectious diseases in early childhood education and care services NSW Government Food Authority: Children's Services		
Related procedure		
Nutrition, food and beverages and dietary requirements		
Staff roles and responsibilities		
School principal (These tasks may be delegated to	The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool.	

other members of the preschool team, but responsibility sits with the principal.)	<p>The principal is responsible for ensuring:</p> <ul style="list-style-type: none"> 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.
<p>Preschool educators</p> <p>(This includes all staff; casuals, lunch cover, volunteers and anyone else who works in the preschool)</p>	<p>The preschool educators are responsible for working with leadership to ensure:</p> <ul style="list-style-type: none"> all staff in the preschool and daily practices comply with this procedure storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers being actively involved in the review of this procedure, as required, or at least annually ensuring the details of this procedure's review are documented.
Procedure	
Immunisation	<ul style="list-style-type: none"> Children cannot commence preschool unless their parent / carer has provided an <i>Australian Immunisation Register (AIR)</i> history form or history record that shows the child: <ul style="list-style-type: none"> is fully immunised for their age, or; has a medical reason not to be vaccinated, or; is on a recognised catch-up schedule. There is a 12 - week temporary exemption for children evacuated during a state of emergency, in emergency out of home care or Aboriginal and Torres Strait Islander children. If a parent or carer produces a letter from a doctor or international immunisation information, they will be asked to take their documentation to a doctor to obtain the correct AIR history form or record (catch –up schedule) before the child can commence preschool. A copy of each child's immunisation history statement or record (catch –up schedule) is stored in their enrolment folder. An immunisation register is maintained. The preschool's School Administrative Officer maintains the Preschool Immunisation Register, which is kept on the Preschool Drive. Families of children turning four during the preschool

	<p>year are reminded to supply the school office with their child's updated immunisation history statement or record. The preschool's School Administrative Officer is responsible for contacting families when their child's birthday approaches.</p>
<p>Health and Hygiene practices</p>	<ul style="list-style-type: none"> Preschool educators model, explicitly teach and support the implementation of health and hygiene practices during play experiences and daily routines to reduce the spread of infection. <p>Hand washing</p> <p>The correct process for handwashing is taught and reinforced.</p> <ul style="list-style-type: none"> All educators on duty are required to wash hands with soap (from the dispenser or pump pack) and water: <ul style="list-style-type: none"> Before and after eating food Before and after handling, preparing or cooking food Upon arrival and departure of their duty Before and after nappy changes (If a child is enrolled that requires nappies) After toileting children and self After contact with or handling bodily fluids After personal grooming such as brushing hair After blowing their nose or a child's After patting or touching animals Before and after giving medication Before and after treating first aid incidents Before and after using Playdough Before and after applying sunscreen After working with chemicals Children are explicitly taught and supported to follow hand washing practices. Through visuals, intentional teaching and modelling educators encourage children to regularly and effectively wash their hands: <ul style="list-style-type: none"> Before and after eating After being outside After patting or touching animals After blowing their nose Before and after applying sunscreen After coughing After toileting Before and after cooking and gardening experiences Children are taught to sing the 'ABC song' while washing their hands to ensure they have effectively washed the germs off. <p>Hand sanitiser</p> <ul style="list-style-type: none"> Hand sanitiser is located at all points of entry, exit and are available for use in areas of high volume such as the play dough station.

- Hand sanitiser is kept in original container with original product label
- Educators always provide adult supervision when using this product on children.
- Adult supervision is maintained until sanitising product on children's hands is completely dry
- Educators teach children to keep their hands away from their face, especially the mouth and eye area, even after sanitising product is dry
- Use sanitiser product only on hands and not on other parts of the body
- Never apply hand sanitizer to a non-intact skin surface, such as wounds, burns or rashes
- Permission from parents/carers is attained upon enrolment and used with caution on any child with history of skin sensitivity, such as eczema.

Nose wiping

Independent nose blowing is taught and reinforced.

- Coughing and sneezing etiquette into one's elbow is explicitly taught and modelled by all educators on duty. Children are encouraged to demonstrate this technique to consolidate their understanding of healthy hygiene practices and act as models to their peers.
- Educators also explicitly teach the children how to blow their nose and wash their hands after disposing of the soiled tissue in the bin.
- To promote independent and self-help skills all educators encourage children to wipe their own nose, discard the tissue in the bin and wash their hands. Educators will:
 - Use a clean tissue for every child
 - Use a plastic glove
 - Dispose of tissue and glove into the bin
 - Wash hands appropriately

Toileting

Educators support children with their toileting (urination or soiled clothing), vomit, or have muddy/wet clothing by:

- Positively directing the child to the children's bathroom
- Wearing gloves and providing verbal encouragement and support for children to wipe themselves clean with toilet paper and wipes (if possible)
- Assisting the child with wiping if required
- Supporting the child to change into clean clothing from their bags or locating spare clothes from the cupboard above the sink in the laundry
- Placing dirty clothes in a labelled plastic bag (located in the cupboard above the sink on the left) and are put in the laundry sink in a locked room (Educators have their own key to this room on their lanyard) Educators double bag clothing when

necessary

- Writing 'see educator' in the comments section of the daily register and explaining to the parent privately the time and reason for the change of clothing
- Informing the parent that they need to wash and return the spare clothing (if used)
- Seeking verbal consent from the child's to appropriately dispose of underwear and/or soiled clothing, if necessary
- A shower is available when required. The preschool teacher will phone the preschool supervisor to support supervision of the preschool group while the two educators on duty are present to shower the child and inform the child's family. Educators will wear gloves at all times to assist with showering
- If a child requires a change of clothes/underwear educators will communicate this to one other so that adequate supervision is maintained. The child is taken to the children's bathroom by a familiar educator to ensure the child's comfort. Other children are directed away from the area during this time if possible, to respect the child's dignity and privacy. The educator and child will both wash hands appropriately with soap and water before and after the change.

Bodily spills

Educators are to be gloved when dealing with:

- *Urination on a chair on the lino -*
 - While one educator assists with changing the child as outlined above, another educator is to remove the chair from use into the laundry. Place the yellow 'Wet Floor' sign over any urine on the floor and return to clean the chair with warm water and diluted detergent, then warm water and disinfectant and a blue cloth. The blue cloth is to be disposed of after cleaning the chair. Once dried with paper towel or air-dried outside, the chair can return to use.
- *Urination on a chair on the carpet -*
 - While one educator assists with changing the child as outlined above, another educator to remove the chair from use into the class storeroom, place the yellow 'Wet Floor' sign over the wet place in the carpet after cleaning with warm water and diluted detergent, then warm water and disinfectant and a blue cloth. The educator can then return to clean the chair with disinfectant and a blue cloth. The blue cloths are to be disposed of after cleaning the chair. Once dried with paper towel or air-dried outside, the chair can return to use.
- *Urination on the carpet –*
 - While one educator assists with changing the child as outlined above, another educator is to place the yellow 'Wet Floor' sign over the wet place in the carpet after

cleaning with warm water and diluted detergent, then warm water and disinfectant and a blue cloth. The blue cloth is to be disposed of after cleaning the carpet.

- *Vomit on the lino or floorboards –*

- Where the vomit has soiled the child's clothes, one educator to assist the child with changing while another educator retrieves a 'Vomit pack' from the first aide cupboard in the SLSO's locked office and pour contents onto the vomit. One educator will then section off that area using chairs, open up windows for airing of the preschool and move all children to our outside area.
- One educator will ring the front office to ring the body fluid removal hotline (Phone number is 1300 888 293) for a clean of the preschool. Where the child is not soiled one educator to assist the child to move to a comfortable area to rest as another educator cleans the vomit as outlined above.
- The incident is to be documented by completing an 'Incident, injury, trauma and illness record' and parents are informed immediately. Parents will be requested to collect the child due to illness.
- Cleaners are to be informed of the incident to allow for a second cleaning.

- *Vomit on the carpet-*

- Where the vomit has soiled the child's clothes, one educator to assist the child with changing while another educator retrieves a 'Vomit pack' from the first aide cupboard in the SLSO's office and pour contents onto the vomit.
- One educator will then section off that area using chairs, open windows for airing of the preschool and move all children to our outside area. One educator will ring the front office to ring the body fluid removal hotline (Phone number is 1300 888 293) for a clean of the preschool. Where the child is not soiled one educator to assist the child to move to a comfortable area to rest as another educator cleans the vomit as outlined above.
- The incident is to be documented by completing an 'Incident, injury, trauma and illness record' and parents informed immediately. Parents will be requested to collect the child due to illness.
- Cleaners are to be informed of the incident to allow for a second cleaning.

Maintaining a clean, hygienic environment

Educators maintain a clean and hygienic environment by following the guidelines in *Staying Healthy (5th Ed.): Preventing infectious diseases in early childhood education and care services*. This includes:

- The preschool, furniture, equipment and toys are regularly cleaned / washed and well maintained.
- All educators on duty are responsible for ensuring the indoor and outdoor learning environments are clean and tidy at all times of the day.
- Educators are to use colour-coded cleaning cloths for different areas and cleaning uses (such as bathrooms– RED, kitchen benches – YELLOW or BLUE, craft tables – PINK, floors - GREEN). The SLSO is to ensure that the colour-coded cleaning cloths labelled sign is visible in the bathroom, lunchroom, kitchen, creative arts area and laundry of the preschool and all educators on duty are responsible for making sure they are aware of where these signs are located in the preschool and of the code
- Equipment is wiped over at the end of each day by both educators
- Equipment that presents with rust or cracks is disposed of and out of children's reach, preschool ECT notifies Nominated Supervisor/Principal
- Educators clean the bathroom after morning tea and before lunch daily (school cleaner cleans bathroom daily)
- Diluted water and dishwashing liquid is used daily to clean surfaces, tables, beds and yoga mats
- Disinfectant and hot water is used by the school's contracted cleaners twice a day when children and educators are not onsite. Cleaning includes kitchen, children and adult toilets, laundry room, staff offices, bins cleaned and re-lined, indoor classroom such as floors vacuumed and mopped
- Educators are to ensure eating utensils, dishes and chopping boards are washed in the kitchen area at the end of each day
- Educators are required to immediately clean spills, sweep and mop floors after mealtimes and as necessary
- Follow the indoor and outdoor daily safety checklist roster to ensure all jobs have been completed each day

Once a week and when necessary educators will:

- Wipe children's chairs
- Disinfect and wipe over laundry and kitchen sink
- Not keep personal items in the kitchen
- Ensure the kitchen is kept dust free
- Check for out of date products and clean the fridge out
- Cupboards and drawers will be cleaned out monthly

	<ul style="list-style-type: none"> • The stove will be cleaned monthly or after any spills of food during cooking • Wipe and clean out children's bag trays using diluted water and dishwashing liquid (disinfected when needed) • Our preschool has a laundry with a washing machine. The washing is completed every morning by the SLSO, then taken outdoors for drying prior to children arriving. • The following items are washed daily: <ul style="list-style-type: none"> ◦ Cleaning cloths ◦ Face cloths ◦ Kitchen tea towels ◦ Linen used during rest or sleep • The following items are washed weekly: <ul style="list-style-type: none"> ◦ Cushion covers ◦ Dress-up clothes ◦ Soft toys ◦ Children's trays • A contracted cleaner cleans the preschool once a day. They remove rubbish, clean the floors, bathrooms and table tops. • Table-tops, mouthed toys, dirty linen, cleaning cloths and loaned hats are washed daily. • Food handling, preparation and storage practices implement the recommendations of the NSW Health Food Authority.
Sick children	<ul style="list-style-type: none"> • If a child arrives at preschool obviously unwell, an educator will discuss the child's condition with their parent or carer to determine if they will be requested to take the child home or not. The support of the Nominated Supervisor will be sought if required. • If a child becomes ill whilst at preschool, or is displaying symptoms of a potentially infectious disease, they will be isolated from the other children. They will be kept under close supervision and made comfortable. Educators move the child to a comfortable area and use the digital thermometer to measure the child's temperature. Educator to complete an 'Incident, injury, trauma and illness record' and record the child's temperature. The educator then contacts their parent to inform them of symptoms present and ask them to collect the child or arrange for a nominated emergency contact person to do so on their behalf. An educator is to remain with the child until they have been collected from preschool. Parent to read and sign the 'Incident, injury, trauma and illness record' before signing the child out. • All items the child comes into contact with while resting will be removed and washed so no other child comes into contact with

	<p>them (e.g. pillow, sheet)</p> <ul style="list-style-type: none"> • If a child appears very unwell and needs urgent medical attention an ambulance will be called.
Children with an infectious disease and exclusion	<ul style="list-style-type: none"> • Children with a diagnosed infectious disease will be excluded from attending preschool for the minimum exclusion period recommended in table 1.1 of <i>Staying Healthy (5th Ed.): Preventing infectious diseases in early childhood education and care services</i>. • If the outbreak is for a vaccine preventable disease, any child not immunised for that disease (i.e. on a catch - up schedule), will also be excluded from preschool. Advice regarding the length of exclusion will be sought from the public health unit (phone 1300 066 055). <p>Head lice</p> <ul style="list-style-type: none"> • To reduce the spread of head lice all children are required to bring their own hat to preschool each day. If a child does not have their hat for the day then an educator will provide the child a spare hat. Spare hats are labelled with 'Kooloora' on the brim of the hat. Spare hats are located in a labelled tray in the recourse room and can only be accessed by educators. Hats are assigned to a specific child for the entire day and are labelled with masking tape by the Cert III educator who is then responsible for collection and washing at the end of the day. • If an educator notices or suspects that a child has head lice then the preschool teacher will mention their concerns privately to the child's parents and will encourage the parent to send the child back to preschool after treatment for head lice and the child has no live head lice. • If a parent notifies the preschool that their child has head lice then the preschool educators will notify the Nominated Supervisor/Principal who will: <ul style="list-style-type: none"> ○ advise all parents via Seesaw notification and a generic letter that is sent home to all families ○ the family of the child who had head lice is encouraged to send their child back to preschool once they have been treated for head lice and have no live head lice ○ parents are assured that notices to families will not identify the child with head lice and that privacy in this issue will be maintained <p>For further information regarding management and treatment of head lice the preschool educators refer to the following website https://education.nsw.gov.au/student-wellbeing/health-and-physical-care/health-care-procedures/conditions/head-lice</p>

Notification of an infectious disease	<ul style="list-style-type: none"> • If an enrolled preschool child is diagnosed with an infectious disease, all parents and carers will be notified via a message posted at the preschool entrance and via the Seesaw app. • Any communications with families will maintain the privacy of the infected child. • All parents and carers will be supplied with a factsheet about the disease which lists its symptoms. • An outbreak of a serious illness that poses a risk to the health of all children and is considered a serious incident. • Early Learning will be notified (phone 1300 083 698) as soon as practical. • The local public health unit will be contacted (phone 1300 066 055) if the outbreak is of a vaccine preventable disease, as soon as practical. Their directions relating to the provision of information to families and / or the exclusion of children will be followed.
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Record of procedure's review
Date of review and who was involved
5/8/2021 Sharon Buck- Instructional leader, Tanika Harris -Assistant Principal, Kayla Bennet - SLSO, Sharon Chandler - SLSO, Jacqui Buchanan- Principal/Nominated Supervisor
Key changes made and reason/s why
Updated onto new DoE template. Reviewed in light of COVID 19 requirements.
Record of communication of significant changes to relevant stakeholders

Copy and paste a new table to record each occasion the procedure is reviewed.



Kooloorra Preschool dealing with medical conditions in children procedure

Associated National Quality Standards	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
2.1 2.2	Regulation 90 Regulation 91 Regulation 92 Regulation 93 Regulation 94 Regulation 95	Leading and operating department preschool guidelines Student health in NSW schools: A summary and consolidation of policy Allergy and Anaphylaxis Management within the Curriculum P-12
Pre-reading and reference documents		
Australasian Society of Clinical Immunology and Allergy (ASCI) ASCIA Guidelines for the prevention of anaphylaxis in schools ASCIA Risk management strategies for schools, preschools and childcare services National Asthma Council Australia Epilepsy Australia Diabetes Australia		
Staff roles and responsibilities		
School principal (These tasks	The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool.	

may be delegated to other members of the preschool team, but responsibility sits with the principal.)	<p>The principal is responsible for ensuring:</p> <ul style="list-style-type: none"> 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.
<p>Preschool educators</p> <p>(This includes all staff; casuals, lunch cover, volunteers and anyone else who works in the preschool)</p>	<p>The preschool educators are responsible for working with leadership to ensure:</p> <ul style="list-style-type: none"> all staff in the preschool and daily practices comply with this procedure storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers being actively involved in the review of this procedure, as required, or at least annually ensuring the details of this procedure's review are documented.
Procedure	
Individual health care plans	<ul style="list-style-type: none"> The preschool enrolment form requires the parent or carer to document relevant medical information. A pre-enrolment meeting is held to seek any additional information required or to clarify what is written in the enrolment form. An individual health care plan will be developed for any child with a medical condition diagnosed by a registered medical practitioner. This may include, but is not exclusive to: <ul style="list-style-type: none"> a child diagnosed with asthma, diabetes, epilepsy or a food or insect allergy a child at risk of anaphylaxis a child who requires the administration of health care procedures. The preschool administration officer, preschool educators and Deputy Principal coordinate the preparation of the plan and consults with the family via a face to face meeting. The health care plan and attachments must be completed and in place before the child commences preschool. In addition, the following documentation will be developed and

	<p>collated as an attachment to the health care plan:</p> <ul style="list-style-type: none"> ○ The family must provide an emergency medical management or action plan for their child. This must be developed, dated and signed or stamped by a medical practitioner. If the child is at risk of anaphylaxis, this will generally be the <i>ASCIA Action Plan for Anaphylaxis (Red) 2020</i>. ○ A risk minimisation plan for the child must be developed in consultation with their family. This should include information related to potential triggers for the child and how risks will be minimised in the preschool environment. The parent or carer's signature must be included on the plan as verification that they were consulted. ○ A communication plan must be developed to document: <ul style="list-style-type: none"> - how all staff and volunteers will be made aware of the child's needs - that all staff are able to identify the child - that all staff are able to locate the child's management plan and medication - how the family will inform the preschool of any changes in the child's management, medication, or the risks identified on their risk minimisation plan - record any communication between the family and preschool around the child's condition. ○ The family must be given a copy of this procedure and the <i>Student Health in NSW Public Schools: A summary and consolidation of policy</i> ● The child cannot commence preschool until the family supplies their emergency medication.
<p>Asthma</p>	<ul style="list-style-type: none"> ● Asthma is a medical condition that affects the airways. From time to time, people with asthma find it harder to breathe in and out, because the airways in their lungs become narrower. ● In developing the risk management plan for children with asthma, triggers that will be considered are smoke, colds and flu, exercise and allergens in the air. The plan will note how the child's relevant triggers will be minimised in the preschool environment. ● The most common symptoms of asthma are: <ul style="list-style-type: none"> ○ wheezing – a high-pitched sound coming from the chest while breathing ○ a feeling of not being able to get enough air or being short of

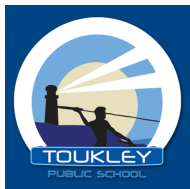
	<ul style="list-style-type: none"> breath <ul style="list-style-type: none"> ○ a feeling of tightness in the chest ○ coughing. • If a child known to suffer asthma has a flare – up, their emergency action plan will be applied. • If a child not known to have asthma has a flare – up, the preschool's general use reliever medication will be administered, following The Asthma Care Plan for Education and Care Services. Parent / carer authorisation is not required for this.
Diabetes	<ul style="list-style-type: none"> • Diabetes is a serious complex condition which can affect the entire body, requiring daily self - care. When someone has diabetes, their body can't maintain healthy levels of glucose in the blood. • The signs and symptoms of low blood sugar include the child presenting pale, hungry, sweating, weak, confused and/or aggressive. • The signs and symptoms of high blood sugar include thirst, need to urinate, hot dry skin, smell of acetone on breath. • How a child's diabetes will be managed and supported at preschool will depend on the type of diabetes they have. An extensive health care plan, including an emergency action plan, will be in place before they commence preschool.
Epilepsy	<ul style="list-style-type: none"> • Epilepsy is a disorder of brain function that takes the form of recurring convulsive or non-convulsive seizures. • Seizures can be subtle, causing momentary lapses of consciousness, or more obvious, causing sudden loss of body control. • If a child known to suffer epilepsy has a seizure, apply their individual emergency management plan. • If a child not know to suffer epilepsy suffers a seizure, follow the instructions on the Epilepsy Australia seizure first aid poster
Anaphylaxis	<ul style="list-style-type: none"> • Anaphylaxis is a severe, life-threatening allergic reaction and is a medical emergency. If a child is considered as suffering from anaphylaxis, an ambulance will be called immediately. • Anaphylaxis occurs after exposure to an allergen (usually to foods, insects or medicines), to which a person is allergic. Not all people with allergies are at risk of anaphylaxis. • Signs of mild or moderate allergic reaction are swelling of the lips, face, eyes, a tingling mouth, hives or welts, abdominal pain or vomiting. • Signs of a severe allergic reaction (anaphylaxis) are difficult/noisy

	<p>breathing, swelling of tongue, swelling / tightness in throat, wheeze or persistent cough, difficulty talking and/or hoarse voice, persistent dizziness or collapse, pale and floppy.</p> <ul style="list-style-type: none"> • If a preschool child known to be at risk of anaphylaxis suffers anaphylaxis, their emergency action plan will be applied and their emergency medication administered. • If a child not known to be at risk of anaphylaxis, is suffering anaphylaxis, the preschool's general - use EpiPen Junior will be administered, following the instructions on the ASCIA First Aid Plan for Anaphylaxis (ORANGE) 2020 EpiPen. Parent / carer authorisation is not required for this.
Administration of medication	<ul style="list-style-type: none"> • Before administering medication to a child, a staff member will have completed the department's <i>Administration of Medication in Schools e-Safety e-Learning course</i>. • On arrival at preschool, the parent or carer hands the child's medication to a staff member for safe storage. • All non-emergency medication is stored in a locked cupboard, or locked container in the refrigerator, out of reach of children. • Medication will only be given to a child if it is in its original packaging or container with a pharmacy label stating the child's name, dosage instructions and a non-expired use-by date. • The parent or carer completes the first section of the medication record, documenting dosage and administration details and authorising the medication to be administered to their child. • When a staff member administers medication to a child, they record the details on the medication record, with another member of staff witnessing that the medication was administered as prescribed. This is to be made available to the family for verification when they collect their child. Medication records are stored in the preschool office. • The expiry dates of children's individual medication kept in the preschool will be monitored regularly by educators and families asked to replace them before they expire.
Emergency medication	<ul style="list-style-type: none"> • Emergency medications (EpiPen Jnr., Ventolin) are inaccessible to children, but not locked away so they are readily available if needed. This is stored and clearly labelled in the preschool kitchen area. • Individual emergency medication will be stored with a copy of the child's emergency management plan. • In any medical emergency an ambulance will be called

	<p>immediately by the school.</p> <ul style="list-style-type: none"> • In an anaphylaxis or asthma emergency situation, preschool educators will administer emergency medication (EpiPen Jr or Ventolin) to a child who requires it. Parent / carer authorisation is not required for this. • If emergency medication is administered: <ul style="list-style-type: none"> ○ an ambulance will be called ○ the principal will be notified ○ the child's parent or carer will be notified ○ a notification will be made to Early Learning (phone 1300 083 698) within 24 hours.
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Record of procedure's review	
Date of review and who was involved	
1/9/2021 Preschool educators, Deputy Principal, Nominated Supervisor	
Key changes made and reason/s why	
Updated to new DoE template. Consolidated wording.	
Record of communication of significant changes to relevant stakeholders	

Copy and paste a new table to record each occasion the procedure is reviewed.



Kooloorra Preschool Delivery and collection of children procedure

Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
2.2	Regulation 99 Regulation 158	Leading and operating department preschool guidelines Preschool- Obtaining parent's authorisation and consent
Pre-reading and reference documents		
Staff roles and responsibilities		
School principal (These tasks may be delegated to other members of the preschool team, but responsibility sits with the principal.)	<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"> 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. 	
Preschool educators (This includes all staff; casuals, lunch cover, volunteers and anyone else who works in the preschool)	<p>The preschool educators are responsible for working with leadership to ensure:</p> <ul style="list-style-type: none"> all staff in the preschool and daily practices comply with this procedure storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers being actively involved in the review of this procedure, as required, or at least annually ensuring the details of this procedure's review are documented. 	

Procedure	
Arrival at preschool	<ul style="list-style-type: none"> • Children remain in the care and under the supervision of a parent or carer until the preschool opens. Children who arrive early must stay with their parent/carer even when waiting in the school playground until they have been signed into preschool. • On entering the preschool premises, each parent or carer must sign the arrivals and departures register, noting their time of arrival. The arrival and departure register is located on the cabinet in the preschool foyer. It must be completed and signed by the parent/carer or authorised adult accompanying the child. It includes the date, child's name, time of the child's arrival/departure, a column for comments, a column for the authorised adult's signature and a box at the bottom to identify how many children are in attendance and the time this was checked. • If a child is suffering separation anxiety, the teacher will collaborate with their parent or carer to develop a goodbye routine to support them. If appropriate, the parent/carer is encouraged to stay longer in the mornings and participate in the learning experiences with their child to help settle them into their day. Educators reflect verbally at the end of the day to make adjustments or continue the current strategies based on the child's response. When needed the preschool supervisor will 'stay and play' for long periods of time in the morning to support the child, family and educators. • An educator performs a head count between 9.30- 10am and checks that the total number of children in attendance correlates with the number of children signed in. The total number of children in attendance is recorded on the arrivals register, and on the school Sentral online recording system, along with the signature of the educator who completed the head count. The preschool supervisor ensures that any casual or temporary preschool teachers have access to log in to the school's Sentral system. • If a parent or carer has forgotten to sign their child in, an educator signs the child in or the register is marked to indicate the child is in attendance. (How are families reminded to sign their child in?) • The arrivals register is monitored throughout the day to ensure it accurately reflects the number of children in attendance and that all children are accounted for. (When will this be done? e.g. at specific transition points during the day)
Collection from preschool	<ul style="list-style-type: none"> • Children are only allowed to leave the premises in the following circumstances: <ul style="list-style-type: none"> ◦ given into the care of a parent of the child or an authorised nominee named in the child's enrolment record; or

- Is taken on an excursion in accordance with regulations
 - Is given into the care of a person or taken outside the premises because the child requires medical, hospital or ambulance care or treatment; or because of another emergency
- Families record their child's authorised collectors in the preschool enrolment form. This information is collated and communicated to the preschool staff. (How does this happen? Who does it?)
- The summary of authorised collectors is stored in a location in the preschool which is easily accessible to staff. Each child's authorised collectors are listed and documented in a folder that is kept on the filing cabinet in the preschool teachers office and is clearly labelled 'Children's authorised collectors'. This is also communicated in the casual induction folder.
- Documentation regarding each child's authorised collectors is kept current. Families are provided information at enrolment interviews and also via information/reminders on the school online communication app "Seesaw", on the process to change or update authorisations.
- If a parent or carer wants to make a change to the people they authorise to collect their child, this is communicated to the school office. The preschool enrolment form is updated, as well as any record of authorised collectors stored in the preschool. The preschool educators are informed of changes by the administration staff and it is additionally communicated in the weekly reflection meeting.
- In the event of an unexpected change to a person collecting a child from preschool that is communicated verbally by a parent, the educators will:
 - Write a note in the messages section of the sign in sheet
 - Get full details, including the name, address and phone number of the person collecting the child
 - Ensure that identification is sought and verified
 - Get the parent/carer to update the authorisations in the enrolment record if this is to become a regular occurrence.
 - Any authorised collector, not already known to the preschool staff, is asked to verify their identity with photo identification.
 - The parent/carer will also be asked to explain the person's identity to support educators in identifying the person. The educator who takes the phone call will write the person's name, a brief description of their appearance and the time they took the phone call in the reflection journal and verbally communicate it to all educators who are responsible for the children before departure.
 - If this person is to become a regular collector, the parent must then update their child's enrolment form to reflect this.
- When a parent or carer arrives to collect their child from

preschool, they sign the arrivals and departures register to confirm the time they are taking the child from the premises.

- After the preschool closes, the premises are checked to ensure no child remains. This includes areas such as storerooms, the laundry, kitchen, bathroom, outdoor environments and office. The educator who completes this check verifies they have done so and that no child remains on the premises by signing and noting the time on the arrivals and departures register. Both educators provide a signature on the bottom of the Arrival and Departure register to confirm that this check has been done.
- If an educator witnesses a parent or carer taking their child from the premises, but they did not sign the arrivals and departures register, the educator signs the child out. (How are families reminded to sign their child out?)
- If a child is not on the premises, has not been signed out and the educators did not see them leave with their parent or carer, the parent must be phoned immediately to confirm the child's whereabouts.
- If a parent or carer is going to be late to collect their child, they must phone in advance to inform the preschool educators. The preschool educators will explain the situation to the child to alleviate anxiety.
- If a parent or carer is late and has not contacted the preschool, they will be contacted by the preschool teacher. If they are not available the emergency contact will be contacted. The preschool teacher will walk the child to the office and inform office staff and the Principal/Nominated Supervisor. The Principal/Nominated Supervisor and preschool supervisor will remain with the child in their office. Preschool educators will return to the preschool and continue with the prescribed end of day checklist/preschool lock up. The Principal/Nominated Supervisor will continue attempts to contact the emergency contacts. If the child has not been collected by 4pm the Principal/Nominated Supervisor will contact the police and/or Department of Community and Justice Services (DCJ) How are families informed of what they are to do if they are running late? What steps will be taken if a family is habitually late?)
- Under exceptional circumstances the Principal/Nominated Supervisor may grant permission for a person under the age of 18 to collect a child. This written permission is kept with the child's enrolment form.

Record of procedure's review
Date of review
30/3/2021
Key changes made and reason/s why
Updated onto new DoE template
Record of communication of significant changes to relevant stakeholders
N/A

Copy and paste a new table to record each occasion the procedure is reviewed.



Kooloorra Preschool emergency and evacuation procedure

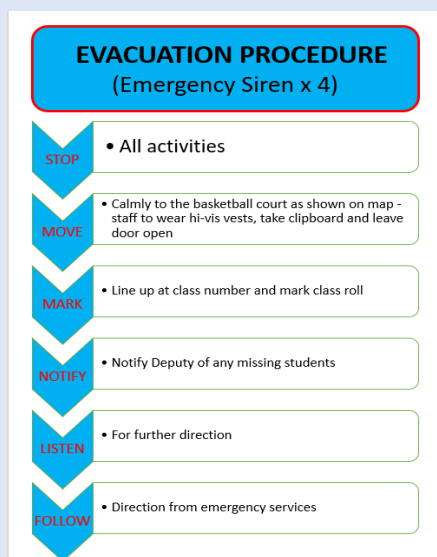
Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
2.2	Regulation 97 Regulation 98	Leading and operating department preschool guidelines Emergency Management Procedures
Pre-reading and reference documents		
Emergency and incident management resources Relevant emergency authorities Incident response plan (crash card) Sample communications plan Emergency Response Exercise Debrief and Report Template Emergency evacuation procedure rehearsals		
Staff roles and responsibilities		
School principal	<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"> 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. <p>The principal ensures that a serious incident notification is made to Early Learning within 24 hours when there has been an emergency at the preschool that posed a risk to the health, safety or wellbeing of the</p>	

	children.
Preschool educators	<p>The preschool educators are responsible for working with leadership to ensure:</p> <ul style="list-style-type: none"> • all staff in the preschool and daily practices comply with this procedure • storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers • being actively involved in the review of this procedure, as required, or at least annually • ensuring the details of this procedure's review are documented.
Procedure	
Planning and displayed information	<p>Kooloorra Preschool, Toukley Public School is committed to identifying risks and hazards of emergency and evacuation situations, planning for their reduction or minimisation, and ongoing review of planned actions around handling these situations.</p> <p>This procedure is informed by the whole school Emergency Management Plan, which was developed in consultation with Toukley Fire Brigade.</p> <p>Instructions for emergency procedures and evacuation maps are clearly displayed at each preschool exit.</p> <p>Emergency contact phone numbers are displayed with the preschool landline phone and include:</p> <ul style="list-style-type: none"> ○ Emergency services – 000 ○ Toukley Police Station 42901299 ○ Poisons information – 131126 ○ Wyong Hospital 43948000 ○ Department of Communities and Justice DCJ- 02 9377 6000 <p>Information related to evacuation to the emergency assembly point / s is included in the risk management plan for visiting the school.</p> <p>A risk management plan is prepared annually related to potential emergencies related to the preschool. The preschool teacher in collaboration with the SLSO, children and school health and safety committee develop risk minimisation plans at the beginning of each year and/or at a point of need to minimise any potential risks. These risk minimisation plans are located in a folder in the foyer for families and visitors to view and in the SLSO office for preschool educators on duty. This informs the development of preschool-specific instructions to be followed in an emergency situation; lock-down and evacuation. Risks assessed include and are not limited to a range of emergency situations, including fire or explosion, dangerous chemical release, medical emergency, natural disaster, bomb threats, violence or robbery.</p> <p>Copies of the preschool specific instructions to be followed in an emergency situation and a preschool specific floor plan are displayed at each exit point of the preschool</p>

	<p>The floor plan indicates:</p> <ul style="list-style-type: none"> ○ Exit route/s ○ Emergency assembly points ○ Location of fire extinguishers ○ Location of fire blanket ○ Where the group will shelter in the case of a lock-down ○ A 'you are here' indicator <p>The preschool teacher is responsible for ensuring that the instructions, including the floor plan are not obscured by blinds, curtains or furniture.</p> <p>Educators and staff have ready access to emergency equipment such as a fire extinguisher and fire blanket that are located in the kitchen area of the main Preschool building. Staff are adequately trained in their use.</p> <p>All emergency equipment is tested twice a year as recommended by the Assets Management Unit (AMU). Chubb is the contractor who completes the inspections.</p> <p>The preschool teacher is responsible for ensuring that up to date portable emergency contact lists are accessible and that evacuation procedures include this list at the point of an emergency evacuation</p> <p>In the event of an evacuation or lockdown when the preschool is visiting the main school, the whole school plan is adhered to. The preschool children are instructed to lockdown in the closest classroom and phone the office to advise the Principal/Nominated Supervisor of their location. In the event of an evacuation, the preschool children assemble at the assembly point designated which are the basketball courts.</p> <p>A serious incident notification will be made to Early Learning (phone 1300 083 698) within 24 hours when there has been an emergency at the preschool that posed a risk to the health, safety or wellbeing of the children or if emergency services attended the preschool.</p>
<p>Evacuation and emergency procedures rehearsals</p>	<p>The preschool follows the evacuation procedure noted in the whole school <i>Emergency Management Plan</i>. A copy of the whole school Emergency Management Plan is displayed inside the entry point of the main building and in the preschool teacher's office. The plan was developed in consultation with Toukley Fire Brigade. The <i>Emergency Management Plan</i> explains, in detail the measures to follow in case of fire, flood, bomb threat or any other emergency situation that requires evacuation of the building. This plan includes procedures for the preschool and it is the responsibility of all educators on duty and visitors at our preschool to ensure that they have read the whole school Emergency Management Plan, including this procedure.</p> <p>The preschool teacher is responsible for ensuring that each emergency procedure is rehearsed twice a term. All staff, children, volunteers, visitors and the Principal as Responsible Person in Charge will take part in the rehearsals.</p>

	<p>Rehearsals for all emergency procedures and evacuations take place at least every 12 weeks (which is double the number required in the school). These take place at various times and days of the week and utilise different exit routes.</p> <p>Following a rehearsal an evaluation is made and documented. This documentation includes a list of the children and staff present and suggests any required modifications to the emergency procedures or evacuation. Evaluation/feedback forms are completed after each scheduled and spontaneous rehearsal to assist in refining the risk minimisation plans around the safe evacuation of staff and children. These forms are kept in a labelled folder in the SLSO's office. Details of each rehearsal, including an evaluation of the procedures followed are recorded by the preschool teacher. Additionally, records are recorded in the Department of Education's <i>In Case of Emergency (ICE)</i> system and kept for two years afterwards. The Principal/Nominated Supervisor is forwarded all recorded details of each practice.</p> <p>It is ensured that scheduled and spontaneous drills/rehearsals are conducted in the same week for each group to ensure all staff and children have the opportunity to participate. Kooloorra Preschool has an indoor and outdoor emergency evacuation route therefore the preschool teacher ensures that rehearsals alternate which route is taken. This is to ensure that the children and staff are aware about how to exit the preschool safely during an emergency evacuation when both indoors and outdoors.</p>
<p>During an evacuation</p>	<p>The emergency evacuation signal is 4 x emergency siren blasts.</p> <p>On hearing the signal to <i>evacuate</i>, the preschool educators instruct the children to assemble.</p> <p>In the event of an evacuation-</p> <ul style="list-style-type: none"> The SLSO is in charge of collecting the: <ul style="list-style-type: none"> o first aid kit o individual children's emergency medication and medical plans o emergency contact details for the children The Teacher is in charge of: <ul style="list-style-type: none"> o Collecting the children's arrival and departure register o Gathering the children <p>A head count is made on leaving the preschool premises and repeated periodically while away from the preschool site and the roll is marked on arrival at the assembly point.</p> <p>The group follows the evacuation route to the designated assembly point (basketball court). The group waits here until instructed to do otherwise</p>

by the principal or emergency services.



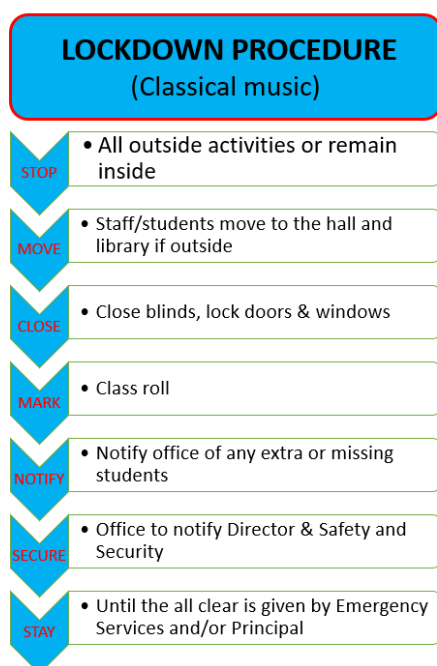
During an emergency lockdown

The emergency lockdown signal is classical music.

Upon hearing the signal, stop all outside activities or remain inside. If at the preschool, move the children inside, if visiting the main school, move children to the hall or library.

Close the blinds and lock doors and windows. Mark the class roll and notify the office of any missing or extra children.

Stay in place until all clear is given from emergency services or principal.



Shelter in place

The shelter in place signal is intermittent bells for 20 seconds.

Upon hearing the signal, stop all activities.

Close windows, place mats inside and close doors behind the last person to leave. Do not lock.

Move staff and children to the identified shelter in place area which is the school hall.

Mark the class roll and notify the office of any missing or extra children.

Stay in place until all clear is given from emergency services or principal.

Shelter in Place PROCEDURE (Intermittent bell for 20 seconds)

STOP

- All activities

CLOSE

- Windows, place mats inside and close door behind you (do not lock)

MOVE

- Staff/students to identified Shelter in Place area (please specify)

MARK

- Class roll at shelter in place

NOTIFY

- Notify Communications Officer of any missing students

STAY

- Until the all clear is given by Emergency Services and/or Principal

Record of procedure's review

Date of review and who was involved

5-3-2021 School executive and preschool educators

Key changes made and reason/s why

Addition of flow charts to procedure document

Record of communication of significant changes to relevant stakeholders



Kooloorra Preschool enrolment and orientation procedure

Associated National Quality Standards	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
6.1	Regulation 160	Leading and operating department preschool guidelines Department Preschool enrolment procedures: Implementation document for Enrolment of Students in NSW Government schools policy
6.2	Regulation 161	
7.1	Regulation 162 National Law S. 175	
Pre-reading and reference documents		
ACECQA National Quality Standard Information Sheet: Enrolment and Orientation Application to enrol in a NSW Government preschool		
Staff roles and 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: <ul style="list-style-type: none">the preschool is compliant with legislative standards related to this procedure at all timesall staff involved in the preschool are familiar with and implement this procedureall procedures are current and reviewed as part of a continuous cycle of self- assessment.	
Preschool educators	The preschool educators are responsible for working with leadership to ensure:	

	<ul style="list-style-type: none"> • all staff in the preschool and daily practices comply with this procedure • storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers • being actively involved in the review of this procedure, as required, or at least annually • ensuring the details of this procedure's review are documented.
Procedure	
Enrolment	<p>Children can enrol in a department preschool from the beginning of the school year if they turn four years of age on, or before, 31 July that year. This will occur with the approval of the Principal/Nominated Supervisor after a meeting has been held with the parent/carer and the preschool teacher. If it is decided that a child would benefit from a second year in the preschool, the child will be considered as a new application and prioritised in the same way as all new applications.</p> <p>As a designated Aboriginal Preschool, priority for enrolment is given to Aboriginal children.</p> <p>When vacancies occur every effort will be made to ensure places are filled by Aboriginal children. If there are insufficient Aboriginal enrolments, places may be offered to non-Aboriginal children, although a buffer of two places will be maintained for future Aboriginal enrolments. These positions will be offered to children on the waiting list (starting Term 2) if not filled during Term 1.</p> <p>Applications for enrolment can be taken from Term 2 in the year prior to the year in which the family is seeking enrolment.</p> <p>Children can apply to enrol from the beginning of the school year if they turn four years of age on or before 31 July that year. Children's names will be placed on a waiting list. The school's placement panel will consider and prioritise these applications.</p> <p>A panel consisting of a deputy principal, the preschool teacher, an AECG representative and a community member will be formed to consider enrolments. Positions are offered on the criteria and priorities outlined in the <i>Department Preschool enrolment procedures: Implementation document for Enrolment of Students in NSW Government schools policy</i>. <i>The meeting takes place in Week 5 of term 3.</i></p> <p>The principal will offer enrolment in the following order, with priority given</p>

	<p>to Aboriginal children and those who are disadvantaged.</p> <ul style="list-style-type: none"> ○ Aboriginal or Torres Strait Islander children. These children do not need to reside in Toukley Public School's intake zone but if demand for placements exceeds supply, priority will be given to local Aboriginal or Torres Strait Islander children ○ Non Aboriginal children living in low socio-economic circumstances in the intake zone ○ Non Aboriginal children living within the school's intake zone ○ Non Aboriginal children living outside the school's catchment area and who have siblings enrolled in the school** <p>In all circumstances, priority will be given to students who are more likely to be starting Kindergarten the following year (ie the age of the child will be considered.)</p> <p>A placement in Kooloora Preschool does not guarantee enrolment into Toukley Public School for Kindergarten. The Department's Enrolment of Students in NSW Government Schools Policy and the General Enrolment Procedures (2019) are adhered to for all students seeking enrolment K-6.</p> <p>Translated versions of the application are provided to families where English is an additional language or if requested</p> <p>For each preschool class, children attend in two groups across the week to meet the requirements of <i>Universal Access</i> - 600 hours of quality education and care in the year before commencing school. The children attend in a five-day fortnight attendance pattern, three days one week and two days the following week.</p> <p>The NSW Government Education Public Schools Application to enrol in a NSW Government preschool form is made available to the community from Term 3 the year before a family's child is able to start preschool.</p> <p>Families are posted a formal acceptance letter and are asked to call the school to accept their positions for the following year. Families are informed via phone if their enrolment application has not been successful and are given the option to be placed on a waitlist. Families are posted a formal acceptance letter by the end of week 6 in term 4.</p> <p>The principal reviews each enrolment form and certifies if the child's application to enrol is accepted or declined.</p>
Transition and orientation	<p>A preschool enrolment package is given to prospective families. The enrolment pack includes an information and authorisation letter for educators to apply sunscreen on their child, authorisation to walk within the school grounds, medical conditions procedure, permission to publish, a child profile form to complete and an information form that consists of</p>

	<p>the name, title and photo of the Principal/Nominated Supervisor, preschool supervisor and preschool educators.</p> <p>From term 2 onwards the preschool team schedule an agenda item about families who have completed an enrolment application to commence attendance for their child once a month. At this team meeting discussions are held around whether the enrolment form has been completed properly, what information can be gathered about the child and family, how many enrolments have been submitted so far and when will the Principal/Nominated Supervisor and school's Preschool Administrative Officer be meeting to organise the letters of acceptance and enrolment packs.</p> <p>The school's Preschool Administrative Officer creates a profile for the child on the school's intranet system known as Sentral and ERN and will enter the information collected on the child's enrolment form in their profile and on ERN. Relevant information such as the child's biography, immunisation history, authorisation and consent forms, emergency contacts, non-authorisations, date of birth and health conditions is provided to the preschool educators. Any updates made throughout the year will be entered directly onto the enrolment form, Sentral and ERN and communicated via email to the preschool team.</p> <p>The preschool family information booklet provides families with general information about the preschool and summarises key preschool procedures.</p> <p>Children and families are supported to transition into preschool through a range of planned practices. Educators offer a small group, play based, transition program in the first week of Preschool that provides children and families with the opportunity to become familiar with the service and educators. Educators connect families to Seesaw (a whole school communication forum) and provide a social story, nutrition information, group timetables and planned activities to support their transition upon enrolment. Staggered start times in the first weeks provide educators with time to greet and welcome children individually into the environment.</p> <p>Families are asked to provide additional information about their child to enable the preschool educators to better understand and plan for their needs, including religious, cultural and / or dietary requirements. The preschool educators discuss critical information in the enrolment form and the information gathered during the Meet and Greet interview after each interview. This critical information is communicated to all educators during a preschool team meeting prior to the children starting at preschool. Information gathered includes the child's strengths, interests, toileting, rest requirements and any additional knowledge that may be relevant to the care and successful transition for the child.</p> <p>The school administration officer contacts families via phone to arrange a</p>
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	<p>meet and greet interview for new enrolments. The preschool educators meet with each family before their child commences preschool to discuss the child's needs and plan any required adjustments. This includes the parents or carers of children for whom it has been indicated on their enrolment form that they have a medical condition, disability or support needs, or are in out of home care. Parents/carers and children attend a 30 minute 'meet and greet' interview during Week 8 of Term 4.</p> <p>Some children will require a tailored transition to preschool. This may include additional visits and / or commencing on reduced hours or in the company of a parent or therapist.</p>
Immunisation requirements	<p>In accordance with the NSW Public Health Act 2010, at the time of enrolment, a child must have an up to date immunisation record, an approved 'catch-up' schedule or an approved medical exemption</p> <p>At the time of a parent/carer providing their child's enrolment forms, it is the responsibility of the school's Preschool Administrative Officer to ensure that the immunisation record provided is up to date, an approved 'catch-up' schedule or an approved medical exemption</p> <p>The preschool team including the school's Preschool Administrative Officer are aware that there is a 12-week temporary exemption for supply of the history statement or form for:</p> <ul style="list-style-type: none"> ○ An Aboriginal or Torres Strait Islander child ○ A child evacuated during a state of emergency ○ A child in out of home care <p>The school's Preschool Administrative Officer completes an immunisation register that records the immunisation status of all enrolled children who have been accepted into Kooloorra Preschool.</p> <p>It is the responsibility of the school's Preschool Administrative Officer to phone the family and remind them that they need to supply the updated history statement or form if a child a child turns 4 during the year. The Officer also communicates this information to the preschool educators to enable conversations with families reminding them about immunisation. The educators will document any conversations with families onto reflection journal to discuss with all staff during our weekly communication meeting.</p>

Record of procedure's review
Date of review and who was involved 11-2-2021
Key changes made and reason/s why <p>Some changes were made to the way orientation session ran in 2020 due to COVID-19. Staff reflected the smaller sessions with a staggered start worked really for the children and helped to build secure relationships with educators. Feedback from families indicated that they would like to have had more time to view the preschool environment but felt that the enrolment interviews really gave them time to discuss specific needs, interests and abilities of their child with educators.</p>
Record of communication of significant changes to relevant stakeholders

Copy and paste a new table to record each occasion the procedure is reviewed.



Kooloora Preschool excursions procedure

Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
2.2	Regulation 99 Regulation 100 Regulation 101 Regulation 102 Regulation 168	Excursions Policy Preschool Obtaining parent's authorisation and consent
Pre-reading and reference documents		
ACECQA – Excursion risk assessment template Department's Risk management process and proforma Kids and Traffic - website and contact		
Related procedure		
Transportation of children		
Staff roles and responsibilities		
School principal (These tasks may be delegated to other members of the preschool)	The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool. The principal is responsible for ensuring: <ul style="list-style-type: none"> the preschool is compliant with legislative standards related to this procedure at all times 	

team, but responsibility sits with the principal.)	<ul style="list-style-type: none"> 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.
Preschool educators (This includes all staff; casuals, lunch cover, volunteers and anyone else who works in the preschool)	<p>The preschool educators are responsible for working with leadership to ensure:</p> <ul style="list-style-type: none"> all staff in the preschool and daily practices comply with this procedure storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers being actively involved in the review of this procedure, as required, or at least annually ensuring the details of this procedure's review are documented.
Procedure	
Risk assessment	<ul style="list-style-type: none"> Preschool excursions are conducted in line with the department's <i>Excursion Policy Implementation Procedures</i>. (What approval processes are in place at the school for the excursion to take place? Is the Application for approval for excursion used?) A risk assessment is developed prior to the excursion taking place. The preschool teacher is responsible to complete an the excursion risk management plan using the ACECQA template. The risk assessment identifies and assesses risks to the safety, health or wellbeing of children attending the excursion and specifies how these risks will be managed and minimised. If an excursion involves the transportation of children, the risk assessment must also consider: <ul style="list-style-type: none"> the means of transport the NSW requirements for seatbelts and safety restraints (in a vehicle with seating for 12 or less people, children aged four must sit in a booster seat. In a vehicle with seating for more than 12 people, if seat belts are available, they must be worn.) the process for entering and exiting the preschool premises the process for entering and exiting the destination procedures for embarking and disembarking the means of transport, including how each child is to be accounted for. The risk assessment also requires the educators to consider and comment on matters such as the number of children who will attend, any water hazards, venue location and proposed activities. After the risk assessment has been completed and the hazards

	<p>identified and considered, educator to child ratios are determined. This is reviewed and approved by the Deputy Principal or Nominated Supervisor. Note- parent volunteers cannot be considered part of the ratio as they are not qualified.</p> <ul style="list-style-type: none"> • Accompanying the group on the excursion will be at least one educator who holds the ACECQA approved first aid, anaphylaxis and asthma qualifications. • Visits to the preschool from outside providers are not regarded as incursions, however, families are informed of any organised visits. • Incursions are based on the interests of children and must support the children's learning, development and wellbeing. • Families are informed and are provided with a permission note prior to the event.
Organisation and planning	<ul style="list-style-type: none"> • In planning the excursion, these items will be considered and addressed to ensure the safety and care of the children: <ul style="list-style-type: none"> ○ Families are informed of details of the excursion including destination, objectives and what the child should bring. ○ Provided parents or legal guardians with an excursion permission form to complete, giving authorisation that their child can participate in the excursion. ○ Each child's permission form is checked thoroughly by preschool educators to ensure that all the information has been correctly filled out. ○ The list of children attending the excursion will be carried by the preschool teacher who is responsible for marking the roll before leaving the premises, during the excursions and upon arrival back at the service. ○ Head counts will additionally take place during the excursion at regular intervals. ○ Parents will be given a contact number in case a child is late to preschool and the group has already departed. ○ Appropriate first aid equipment must be taken on all excursions (including the preschool's general use EpiPen, asthma reliever, children's medication and action plans). Other items as required will include a mobile phone, sunscreen, drinking cups, 2 x 2 litre bottles of water, jackets, spare hats. These items will be collected and stored in the preschool's excursion bag and emergency and evacuation bag the day before the excursion by educators. ○ If food will be distributed on the excursion, the preschool teacher will ensure none of it is a trigger food for a child with food allergies or at risk of anaphylaxis.

	<ul style="list-style-type: none"> ○ The venue may be visited by a member of staff prior to the excursion to assist with the development of the risk management plan if required. ○ If walking, all staff familiarize themselves with the route prior to the excursion. ○ Educators will ensure children obey road rules and cross roads at a crossing or traffic lights where available. Adults attending the excursion will remain vigilant to ensure no child runs ahead or lags behind the group. ○ A meeting will be hold prior to the event to ensure all accompanying staff and parent volunteers are familiar with relevant preschool procedures e.g. excursions, medical conditions, administration of first aid. ○ Alternate arrangements are too be made for adverse weather conditions.
Parent / carer authorisation	<ul style="list-style-type: none"> • Written authorisation and consent will be given by a parent or carer before their child leaves the preschool premises on an excursion. The written authorisation will include: <ul style="list-style-type: none"> ○ the child's name ○ the reason the child is to be taken outside the premises ○ the date the child is to be taken on the excursion ○ a description of the proposed destination and method of transport to be used for the excursion ○ the proposed activities to be undertaken by the child during the excursion ○ the period the child will be away from the premises ○ the anticipated number of children likely to be attending the excursion ○ the anticipated ratio of educators attending the excursion to the anticipated number of children attending the excursion ○ the anticipated number of staff members and any other adults who will accompany and supervise the children on the excursion ○ that a risk assessment has been prepared and is available at the service ○ if the excursion involves transporting children, the means of transport that will be utilised ○ a description of the seatbelts or safety restraints that will be used - if the transport seats less than 12 people, each child

	must be seated in a booster seat. If the transport seats more than 12 people, and belts are available, each child must wear a seatbelt.
Regular outings	<ul style="list-style-type: none"> For regular outings (e.g. a walk to the local park or shop) only one parent authorisation (refer to the requirements of what is to be included in the authorisation for excursions) and one prepared risk assessment (as per the requirements for an excursion) is required in a 12-month period, unless there is a change. Families are notified of upcoming regular outings via Seesaw or a notice in the preschool foyer.
Visits to the school	<ul style="list-style-type: none"> Visits to the school (if on the same site and no roads need to be crossed) are not regarded as excursions, however, families are informed that the visit will be taking place and an annual risk management plan for visits into the school is prepared. The visits may include areas such as the library, playground and hall.

Record of procedure's review
Date of review and who was involved
Key changes made and reason/s why
Record of communication of significant changes to relevant stakeholders

Copy and paste a new table to record each occasion the procedure is reviewed.



Kooloorra Preschool governance and management procedure

(including confidentiality of records)

Associated National Quality Standards	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
7.1 7.2	Regulation 177 Regulation 181 Regulation 183	Leading and Operating Department Preschool Guidelines Leading and Managing the School Information Security Policy Code of Conduct Policy
Pre-reading and reference documents		
ACECQA Information Sheet: The role of the educational leader ACECQA Information Sheet: Educational leadership and team building National Quality Framework Information sheet: Nominated Supervisors ACECQA - record keeping		
Staff roles and responsibilities		
School principal (These tasks may be delegated to other members of the preschool team, but responsibility sits with the principal.)	The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool. The principal is responsible for ensuring: <ul style="list-style-type: none"> 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. 	
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. (This could include: <ul style="list-style-type: none"> analysing complaints, incidents or issues and what the implications are for 	

	<p>the updates to this procedure</p> <ul style="list-style-type: none"> • 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 educators	<p>The preschool educators are responsible for working with leadership to ensure:</p> <ul style="list-style-type: none"> • all staff in the preschool and daily practices comply with this procedure • storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers • being actively involved in the review of this procedure, as required, or at least annually • ensuring the details of this procedure's review are documented.
Procedure	
Governance	<ul style="list-style-type: none"> • The Approved Provider of all department preschools is the NSW Department of Education. • The school principal has overriding responsibility for the supervision of the preschool and holds three roles in relation to it: <ul style="list-style-type: none"> ◦ Nominated Supervisor ◦ Educational Leader ◦ Responsible Person • This information is noted on the Approved Provider notice, along with the principal's name and photo. This is clearly displayed in the preschool entrance. • If the principal is not on the school site, the school executive member who is relieving for him / her assumes the three roles mentioned above. • While the principal maintains responsibility for the preschool, some of the tasks of the educational leader may be performed by a preschool supervisor. • The Principal holds the responsibility for the role of Educational Leader, however she delegates pedagogical leadership to the preschool supervisor who is the school's Deputy Principal / Instructional Leader. The preschool supervisor is responsible for leading the development and implementation of the educational program and views their role as one of building the capacity of the preschool educators. <p>The preschool supervisor performs this responsibility by:</p> <ul style="list-style-type: none"> • Collaborating with educators to provide curriculum direction and guidance • Supporting educators to effectively implement the assessment and planning cycle • Ensuring that children's learning and development are guided by the learning outcomes of the Belonging, Being and Becoming: Early Years

	<p>Learning Framework</p> <ul style="list-style-type: none"> • Ensuring the educational program and documentation is meeting the requirements of the relevant regulations, the Quality Area 1 standards and school expectations • Assisting educators to engage in reflective practice • Leading critical reflection.
Confidentiality and retention of records	<ul style="list-style-type: none"> • Any record which contains personal information about a child is considered confidential and kept secure. Records are kept in a secure locked cabinet in the preschool office and main school office. • The preschool teacher has access to each child's individual record, as well as their parent or carer on request. • Detailed and current records are maintained for each individual child attending the preschool. Much of this information is obtained from the <i>Application to enrol in a NSW Government preschool</i>. • Records are stored securely and confidentially on the preschool or school site for three years after the child last attended preschool. These records include: <ul style="list-style-type: none"> ○ participation in the educational program ○ assessments of learning ○ enrolment and attendance information ○ daily arrival and departure register ○ information about any cultural or religious practices that need to be observed ○ records of the administration of first aid or medication ○ health care plans ○ acceptance or refusal of authorisations not collected in the enrolment form (application of sunscreen, consent to attend an excursion, etc.) • The school's Preschool Administrative Officer creates a profile for the child on the school's intranet system known as Sentral and ERN and will enter the information collected on the child's enrolment form in their profile and on ERN. Any updates made throughout the year will be entered directly onto the enrolment form, Sentral and ERN and communicated via email to the preschool team. • It is the responsibility of the Principal/Nominated Supervisor and preschool teacher to ensure that this information has been stored accurately, confidentially and securely, and is used appropriately. • Records that contain personal information about a child are considered confidential and are accessible to the child's parent/carers on request, unless prevented by a court order. The only staff members who have access to these documents are the Principal/Nominated Supervisor, preschool supervisor, school's Preschool Administrative Officer, preschool teacher and SLSO. • Completed <i>Incident, injury, trauma and illness records</i> are stored securely until the child is 25 years old. • The department requires education programs be retained by the school for seven years.

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Record of procedure's review	
Date of review and who was involved	
3/8/2021	
Key changes made and reason/s why	
Updated information onto new DoE template	

Copy and paste a new table to record each occasion the procedure is reviewed.

Kooloorra Preschool Incident, injury, trauma and illness procedure



Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
2.2	Regulation 85 Regulation 86 Regulation 87	Leading and Operating Department Preschool Guidelines Student health in NSW schools: A summary and consolidation of policy
Pre-reading and reference documents		
Staying Healthy (5th Ed.): Preventing infectious diseases in early childhood education and care services Incident Notification and Response Policy		
Related procedure		
Administration of first aid		
Staff roles and responsibilities		
School principal (These tasks may be delegated to other members of the preschool team, but responsibility sits with the principal.)	The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool. The principal is responsible for ensuring: <ul style="list-style-type: none"> 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. 	

<p>Preschool educators</p> <p>(This includes all staff; casuals, lunch cover, volunteers and anyone else who works in the preschool)</p>	<p>The preschool educators are responsible for working with leadership to ensure:</p> <ul style="list-style-type: none"> • all staff in the preschool and daily practices comply with this procedure • storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers • being actively involved in the review of this procedure, as required, or at least annually • ensuring the details of this procedure's review are documented.
<p>Procedure</p>	
<p>Documentation</p>	<ul style="list-style-type: none"> • If a child suffers an incident, injury, trauma or illness whilst in the care of the preschool, the details are documented on an <i>Incident, injury, trauma and illness record</i>. (Where are the blank records stored?) Completed records are stored in the preschool office filing cabinet for the current year then archived and kept for the required period (until the child turns 25). • As soon as practical, the record is shown to the child's parent or carer and the circumstances explained to them. They are then asked to sign the form as confirmation they are aware of the incident, injury, trauma or illness their child suffered. • In some circumstances, the preschool will contact the parent or carer immediately to notify them of an incident, injury, trauma or illness.
<p>Serious incidents requiring notifications</p>	<ul style="list-style-type: none"> • Early Learning (phone 1300 083 698) will be notified within 24 hours of any serious incident, or a preschool closure due to an incident. • Serious incidents requiring notification include: <ul style="list-style-type: none"> ○ an incident involving serious injury or trauma to a child which a reasonable person would consider required urgent medical attention from a registered medical practitioner or for which the child attended a hospital ○ an incident involving the serious illness for which the child attended hospital ○ a circumstance where a child appears to be missing or cannot be accounted for ○ a circumstance where a child appears to have been taken or removed from the service premises by a person other than their parent or authorised collector ○ a circumstance where a child is mistakenly locked in or

	<p>locked out of the preschool premises</p> <ul style="list-style-type: none"> ○ the death of a child ○ an emergency for which emergency services attended ○ a circumstance arising at the service that poses a risk to the health, safety or wellbeing of a child or children has occurred or is occurring at the service ○ an incident where the approved provider reasonably believes that physical abuse or sexual abuse of a child or children has occurred or is occurring at the service ○ allegations that physical or sexual abuse of a child or children has occurred or is occurring at the service (other than an allegation raised as a formal complaint). <ul style="list-style-type: none"> • To decide if an injury, trauma or illness is a <i>serious incident</i> when the child did not attend a medical practitioner or hospital, the following issues will be considered: <ul style="list-style-type: none"> ○ Was more than basic first aid needed to manage the injury, trauma or illness? ○ Should medical attention have been sought for the child? ○ Should the child have attended a hospital?
Injury	<ul style="list-style-type: none"> • If a child is injured at preschool, they will be administered the appropriate first aid. First aid will be administered by the first aid officer on duty in the preschool. Both educators hold an ACEQA approved first aid qualification. In the event of both educators being absent, the first aid officer from the main school office is contacted and is immediately available. • An ambulance will be called immediately, if required.
Trauma	<ul style="list-style-type: none"> • A child may suffer trauma if they witness or experience something distressing or frightening. • Children may react by becoming withdrawn, preoccupied, anxious or exhibit physical symptoms such as a headache or sore tummy. • If a child is involved in or has been affected by a traumatic event, they will immediately be comforted and reassured by an educator. They will be given the opportunity to talk about what they experienced or witnessed. If required, they will be referred to the school counsellor or external support services.
Illness	<ul style="list-style-type: none"> • If a child becomes ill or is displaying symptoms of a potentially infectious disease, they will be separated from the other children, whilst kept under close supervision and made comfortable in a suitable area that can be monitored, for example, lying comfortably on a cushion in a quiet corner. This is done with consideration of

	<p>that child’s emotional wellbeing and maintaining adequate supervision.</p> <ul style="list-style-type: none">• If the child appears to not be well enough to participate in activities, or is suspected of having an infectious disease, their family will be contacted and asked to collect them or arrange for an authorised collector to.• If required, an ambulance will be called.• After the child departs from the preschool, all items they came into contact with will be removed and washed so no other child comes into contact with them (e.g. equipment used, pillow, sheet).• After confirmation that a preschool child is suffering from an infectious disease, and as soon as practical the family of each child in the group will be notified of the occurrence, whilst maintaining the privacy of the ill child (regulation 88). The Nominated Supervisor is responsible for communicating to all families:<ul style="list-style-type: none">○ Verbally; or○ Through a letter○ By posting a note in the entrance (see Appendix 1)○ Via Seesaw community post• If a parent is called to collect a child early from preschool, the details need to be documented in the incident, injury, trauma or illness record. <p>If a child vomits, or has diarrhea or a fever</p> <ul style="list-style-type: none">• Clean the child and area (refer to dealing with infectious diseases, including immunisations procedure)• Separate the child from the other children• Take the child’s temperature and keep the child rested and comfortable• Call an ambulance if the child’s temperature reaches 38.5 degrees Celsius• Phone parent• Complete Incident, Injury, Trauma and Illness Record
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Record of procedure's review
Date of review and who was involved
Key changes made and reason/s why
Record of communication of significant changes to relevant stakeholders

Copy and paste a new table to record each occasion the procedure is reviewed.

Kooloorra Preschool interactions with children procedure



Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
5.1 5.2	Regulation 155 Regulation 156 Law Section 166	Leading and Operating Department Preschool Guidelines Interactions with children - preschool Values in NSW public schools - policy Student Welfare - policy Student Discipline in Government Schools Policy Bullying of Students- Prevention and Response Policy Anti - Racism Policy Aboriginal Education Policy
Pre-reading and reference documents		
ACECQA Information sheet: Relationships with children ACECQA Information sheet: Supporting children to regulate their own behaviour ACECQA Information sheet: Inappropriate discipline		
Staff roles and responsibilities		
School principal (These tasks may be delegated to other members of the preschool team, but responsibility sits with the	The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool. The principal is responsible for ensuring: <ul style="list-style-type: none"> 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 	

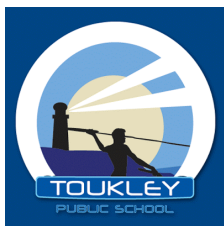
principal.)	cycle of self- assessment.
Preschool educators (This includes all staff; casuals, lunch cover, volunteers and anyone else who works in the preschool)	<p>The preschool educators are responsible for working with leadership to ensure:</p> <ul style="list-style-type: none"> • all staff in the preschool and daily practices comply with this procedure • storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers • being actively involved in the review of this procedure, as required, or at least annually • ensuring the details of this procedure's review are documented.
Procedure <p>In accordance with the Education and Care Services National Law section 166, no preschool child will be subjected to any form of corporal punishment or discipline that is unreasonable in the circumstances.</p> <p>All educators, visitors and volunteers will:</p> <ul style="list-style-type: none"> • Maintain the dignity and rights of each child when interacting with them. For example, working positively through challenging moments; acknowledging children's feelings; respecting and valuing children's culture. • Support each child to develop warm, trusting, respectful relationships with other children and with adults. For example, greeting each child individually; actively listening and responding to children's ideas and feelings; acknowledging when children have achieved something; being truthful and honest with children; modelling appropriate manners and polite language. • Encourage each child to express themselves and their opinions, engaging them in sustained conversations about things that interest them. For example, listening and encouraging children to contribute their ideas and opinions; responding positively when children share their feelings; engaging in co - learning with children about things that interest them; following up on children's ideas for learning. • Respond to each child's strengths, abilities, interests and play, to support curriculum decision making. For example, focusing on the strengths that children bring to the preschool; building on abilities over time; promoting home language and ways of being and doing; developing curriculum that is child centred and child led. 	

The preschool program will:

- Provide regular opportunities for children to engage in meaningful play experiences that promote positive interactions and build relationships. For example, creating play spaces that provide for social play; ensuring the preschool provides spaces for independent as well as group experiences; supporting cooperative play through the provision of provocations; promoting leadership in child led activities.
- Provide support and guidance for every child to respect individual differences and regard for each family's cultural values. For example, providing artefacts and other resources that value cultural heritage; including resources that include people of diverse ability, culture and orientation; promote equality and fairness in the ways children are responded to; celebrate a variety of cultural celebrations.
- Support children to manage their own behaviour and to develop self-regulation. For example, supporting children to negotiate; listening and responding when children are experiencing high levels of emotion; providing children with time to reflect and adjust to expectations; explicitly teaching, prompting and praising expected behaviours in a positive and gentle way; providing visual cues; using positive language.

Record of procedure's review
Date of review and who was involved
21-5-2021 Sharon Buck, Tanika Harris Preschool teacher, Kayla Bennet SLSO, Jacqui Buchanan Principal
Key changes made and reason/s why
Review as result of scheduled review
Record of communication of significant changes to relevant stakeholders
Added to procedure folder and website

Copy and paste a new table to record each occasion the procedure is reviewed.



Kooloorra Preschool dealing with infectious diseases procedure

Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
2.1	Regulation 88	Leading and operating department preschool guidelines Student health in NSW schools: A summary and consolidation of policy
Pre-reading and reference documents		
NSW Immunisation Enrolment Toolkit Staying Healthy (5th Ed.): Preventing infectious diseases in early childhood education and care services NSW Government Food Authority: Children's Services		
Related procedure		
Nutrition, food and beverages and dietary requirements		
Staff roles and responsibilities		
School principal (These tasks may be delegated to	The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool.	

<p>other members of the preschool team, but responsibility sits with the principal.)</p>	<p>The principal is responsible for ensuring:</p> <ul style="list-style-type: none"> 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.
<p>Preschool educators</p> <p>(This includes all staff; casuals, lunch cover, volunteers and anyone else who works in the preschool)</p>	<p>The preschool educators are responsible for working with leadership to ensure:</p> <ul style="list-style-type: none"> all staff in the preschool and daily practices comply with this procedure storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers being actively involved in the review of this procedure, as required, or at least annually ensuring the details of this procedure's review are documented.
<p>Procedure</p>	
<p>Immunisation</p>	<ul style="list-style-type: none"> Children cannot commence preschool unless their parent / carer has provided an <i>Australian Immunisation Register (AIR)</i> history form or history record that shows the child: <ul style="list-style-type: none"> is fully immunised for their age, or; has a medical reason not to be vaccinated, or; is on a recognised catch-up schedule. There is a 12 - week temporary exemption for children evacuated during a state of emergency, in emergency out of home care or Aboriginal and Torres Strait Islander children. If a parent or carer produces a letter from a doctor or international immunisation information, they will be asked to take their documentation to a doctor to obtain the correct AIR history form or record (catch –up schedule) before the child can commence preschool. A copy of each child's immunisation history statement or record (catch –up schedule) is stored in their enrolment folder. An immunisation register is maintained. The preschool's School Administrative Officer maintains the Preschool Immunisation Register, which is kept on the Preschool Drive. Families of children turning four during the preschool

	<p>year are reminded to supply the school office with their child's updated immunisation history statement or record. The preschool's School Administrative Officer is responsible for contacting families when their child's birthday approaches.</p>
<p>Health and Hygiene practices</p>	<ul style="list-style-type: none"> Preschool educators model, explicitly teach and support the implementation of health and hygiene practices during play experiences and daily routines to reduce the spread of infection. <p>Hand washing</p> <p>The correct process for handwashing is taught and reinforced.</p> <ul style="list-style-type: none"> All educators on duty are required to wash hands with soap (from the dispenser or pump pack) and water: <ul style="list-style-type: none"> Before and after eating food Before and after handling, preparing or cooking food Upon arrival and departure of their duty Before and after nappy changes (If a child is enrolled that requires nappies) After toileting children and self After contact with or handling bodily fluids After personal grooming such as brushing hair After blowing their nose or a child's After patting or touching animals Before and after giving medication Before and after treating first aid incidents Before and after using Playdough Before and after applying sunscreen After working with chemicals Children are explicitly taught and supported to follow hand washing practices. Through visuals, intentional teaching and modelling educators encourage children to regularly and effectively wash their hands: <ul style="list-style-type: none"> Before and after eating After being outside After patting or touching animals After blowing their nose Before and after applying sunscreen After coughing After toileting Before and after cooking and gardening experiences Children are taught to sing the 'ABC song' while washing their hands to ensure they have effectively washed the germs off. <p>Hand sanitiser</p> <ul style="list-style-type: none"> Hand sanitiser is located at all points of entry, exit and are available for use in areas of high volume such as the play dough station.

- Hand sanitiser is kept in original container with original product label
- Educators always provide adult supervision when using this product on children.
- Adult supervision is maintained until sanitising product on children's hands is completely dry
- Educators teach children to keep their hands away from their face, especially the mouth and eye area, even after sanitising product is dry
- Use sanitiser product only on hands and not on other parts of the body
- Never apply hand sanitizer to a non-intact skin surface, such as wounds, burns or rashes
- Permission from parents/carers is attained upon enrolment and used with caution on any child with history of skin sensitivity, such as eczema.

Nose wiping

Independent nose blowing is taught and reinforced.

- Coughing and sneezing etiquette into one's elbow is explicitly taught and modelled by all educators on duty. Children are encouraged to demonstrate this technique to consolidate their understanding of healthy hygiene practices and act as models to their peers.
- Educators also explicitly teach the children how to blow their nose and wash their hands after disposing of the soiled tissue in the bin.
- To promote independent and self-help skills all educators encourage children to wipe their own nose, discard the tissue in the bin and wash their hands. Educators will:
 - Use a clean tissue for every child
 - Use a plastic glove
 - Dispose of tissue and glove into the bin
 - Wash hands appropriately

Toileting

Educators support children with their toileting (urination or soiled clothing), vomit, or have muddy/wet clothing by:

- Positively directing the child to the children's bathroom
- Wearing gloves and providing verbal encouragement and support for children to wipe themselves clean with toilet paper and wipes (if possible)
- Assisting the child with wiping if required
- Supporting the child to change into clean clothing from their bags or locating spare clothes from the cupboard above the sink in the laundry
- Placing dirty clothes in a labelled plastic bag (located in the cupboard above the sink on the left) and are put in the laundry sink in a locked room (Educators have their own key to this room on their lanyard) Educators double bag clothing when

necessary

- Writing 'see educator' in the comments section of the daily register and explaining to the parent privately the time and reason for the change of clothing
- Informing the parent that they need to wash and return the spare clothing (if used)
- Seeking verbal consent from the child's to appropriately dispose of underwear and/or soiled clothing, if necessary
- A shower is available when required. The preschool teacher will phone the preschool supervisor to support supervision of the preschool group while the two educators on duty are present to shower the child and inform the child's family. Educators will wear gloves at all times to assist with showering
- If a child requires a change of clothes/underwear educators will communicate this to one other so that adequate supervision is maintained. The child is taken to the children's bathroom by a familiar educator to ensure the child's comfort. Other children are directed away from the area during this time if possible, to respect the child's dignity and privacy. The educator and child will both wash hands appropriately with soap and water before and after the change.

Bodily spills

Educators are to be gloved when dealing with:

- *Urination on a chair on the lino -*
 - While one educator assists with changing the child as outlined above, another educator is to remove the chair from use into the laundry. Place the yellow 'Wet Floor' sign over any urine on the floor and return to clean the chair with warm water and diluted detergent, then warm water and disinfectant and a blue cloth. The blue cloth is to be disposed of after cleaning the chair. Once dried with paper towel or air-dried outside, the chair can return to use.
- *Urination on a chair on the carpet -*
 - While one educator assists with changing the child as outlined above, another educator to remove the chair from use into the class storeroom, place the yellow 'Wet Floor' sign over the wet place in the carpet after cleaning with warm water and diluted detergent, then warm water and disinfectant and a blue cloth. The educator can then return to clean the chair with disinfectant and a blue cloth. The blue cloths are to be disposed of after cleaning the chair. Once dried with paper towel or air-dried outside, the chair can return to use.
- *Urination on the carpet –*
 - While one educator assists with changing the child as outlined above, another educator is to place the yellow 'Wet Floor' sign over the wet place in the carpet after

cleaning with warm water and diluted detergent, then warm water and disinfectant and a blue cloth. The blue cloth is to be disposed of after cleaning the carpet.

- *Vomit on the lino or floorboards –*

- Where the vomit has soiled the child's clothes, one educator to assist the child with changing while another educator retrieves a 'Vomit pack' from the first aide cupboard in the SLSO's locked office and pour contents onto the vomit. One educator will then section off that area using chairs, open up windows for airing of the preschool and move all children to our outside area.
- One educator will ring the front office to ring the body fluid removal hotline (Phone number is 1300 888 293) for a clean of the preschool. Where the child is not soiled one educator to assist the child to move to a comfortable area to rest as another educator cleans the vomit as outlined above.
- The incident is to be documented by completing an 'Incident, injury, trauma and illness record' and parents are informed immediately. Parents will be requested to collect the child due to illness.
- Cleaners are to be informed of the incident to allow for a second cleaning.

- *Vomit on the carpet-*

- Where the vomit has soiled the child's clothes, one educator to assist the child with changing while another educator retrieves a 'Vomit pack' from the first aide cupboard in the SLSO's office and pour contents onto the vomit.
- One educator will then section off that area using chairs, open windows for airing of the preschool and move all children to our outside area. One educator will ring the front office to ring the body fluid removal hotline (Phone number is 1300 888 293) for a clean of the preschool. Where the child is not soiled one educator to assist the child to move to a comfortable area to rest as another educator cleans the vomit as outlined above.
- The incident is to be documented by completing an 'Incident, injury, trauma and illness record' and parents informed immediately. Parents will be requested to collect the child due to illness.
- Cleaners are to be informed of the incident to allow for a second cleaning.

Maintaining a clean, hygienic environment

Educators maintain a clean and hygienic environment by following the guidelines in *Staying Healthy (5th Ed.): Preventing infectious diseases in early childhood education and care services*. This includes:

- The preschool, furniture, equipment and toys are regularly cleaned / washed and well maintained.
- All educators on duty are responsible for ensuring the indoor and outdoor learning environments are clean and tidy at all times of the day.
- Educators are to use colour-coded cleaning cloths for different areas and cleaning uses (such as bathrooms– RED, kitchen benches – YELLOW or BLUE, craft tables – PINK, floors - GREEN). The SLSO is to ensure that the colour-coded cleaning cloths labelled sign is visible in the bathroom, lunchroom, kitchen, creative arts area and laundry of the preschool and all educators on duty are responsible for making sure they are aware of where these signs are located in the preschool and of the code
- Equipment is wiped over at the end of each day by both educators
- Equipment that presents with rust or cracks is disposed of and out of children's reach, preschool ECT notifies Nominated Supervisor/Principal
- Educators clean the bathroom after morning tea and before lunch daily (school cleaner cleans bathroom daily)
- Diluted water and dishwashing liquid is used daily to clean surfaces, tables, beds and yoga mats
- Disinfectant and hot water is used by the school's contracted cleaners twice a day when children and educators are not onsite. Cleaning includes kitchen, children and adult toilets, laundry room, staff offices, bins cleaned and re-lined, indoor classroom such as floors vacuumed and mopped
- Educators are to ensure eating utensils, dishes and chopping boards are washed in the kitchen area at the end of each day
- Educators are required to immediately clean spills, sweep and mop floors after mealtimes and as necessary
- Follow the indoor and outdoor daily safety checklist roster to ensure all jobs have been completed each day

Once a week and when necessary educators will:

- Wipe children's chairs
- Disinfect and wipe over laundry and kitchen sink
- Not keep personal items in the kitchen
- Ensure the kitchen is kept dust free
- Check for out of date products and clean the fridge out
- Cupboards and drawers will be cleaned out monthly

	<ul style="list-style-type: none"> • The stove will be cleaned monthly or after any spills of food during cooking • Wipe and clean out children's bag trays using diluted water and dishwashing liquid (disinfected when needed) • Our preschool has a laundry with a washing machine. The washing is completed every morning by the SLSO, then taken outdoors for drying prior to children arriving. • The following items are washed daily: <ul style="list-style-type: none"> ◦ Cleaning cloths ◦ Face cloths ◦ Kitchen tea towels ◦ Linen used during rest or sleep • The following items are washed weekly: <ul style="list-style-type: none"> ◦ Cushion covers ◦ Dress-up clothes ◦ Soft toys ◦ Children's trays • A contracted cleaner cleans the preschool once a day. They remove rubbish, clean the floors, bathrooms and table tops. • Table-tops, mouthed toys, dirty linen, cleaning cloths and loaned hats are washed daily. • Food handling, preparation and storage practices implement the recommendations of the NSW Health Food Authority.
Sick children	<ul style="list-style-type: none"> • If a child arrives at preschool obviously unwell, an educator will discuss the child's condition with their parent or carer to determine if they will be requested to take the child home or not. The support of the Nominated Supervisor will be sought if required. • If a child becomes ill whilst at preschool, or is displaying symptoms of a potentially infectious disease, they will be isolated from the other children. They will be kept under close supervision and made comfortable. Educators move the child to a comfortable area and use the digital thermometer to measure the child's temperature. Educator to complete an 'Incident, injury, trauma and illness record' and record the child's temperature. The educator then contacts their parent to inform them of symptoms present and ask them to collect the child or arrange for a nominated emergency contact person to do so on their behalf. An educator is to remain with the child until they have been collected from preschool. Parent to read and sign the 'Incident, injury, trauma and illness record' before signing the child out. • All items the child comes into contact with while resting will be removed and washed so no other child comes into contact with

	<p>them (e.g. pillow, sheet)</p> <ul style="list-style-type: none"> • If a child appears very unwell and needs urgent medical attention an ambulance will be called.
Children with an infectious disease and exclusion	<ul style="list-style-type: none"> • Children with a diagnosed infectious disease will be excluded from attending preschool for the minimum exclusion period recommended in table 1.1 of <i>Staying Healthy (5th Ed.): Preventing infectious diseases in early childhood education and care services</i>. • If the outbreak is for a vaccine preventable disease, any child not immunised for that disease (i.e. on a catch - up schedule), will also be excluded from preschool. Advice regarding the length of exclusion will be sought from the public health unit (phone 1300 066 055). <p>Head lice</p> <ul style="list-style-type: none"> • To reduce the spread of head lice all children are required to bring their own hat to preschool each day. If a child does not have their hat for the day then an educator will provide the child a spare hat. Spare hats are labelled with 'Kooloora' on the brim of the hat. Spare hats are located in a labelled tray in the recourse room and can only be accessed by educators. Hats are assigned to a specific child for the entire day and are labelled with masking tape by the Cert III educator who is then responsible for collection and washing at the end of the day. • If an educator notices or suspects that a child has head lice then the preschool teacher will mention their concerns privately to the child's parents and will encourage the parent to send the child back to preschool after treatment for head lice and the child has no live head lice. • If a parent notifies the preschool that their child has head lice then the preschool educators will notify the Nominated Supervisor/Principal who will: <ul style="list-style-type: none"> ○ advise all parents via Seesaw notification and a generic letter that is sent home to all families ○ the family of the child who had head lice is encouraged to send their child back to preschool once they have been treated for head lice and have no live head lice ○ parents are assured that notices to families will not identify the child with head lice and that privacy in this issue will be maintained <p>For further information regarding management and treatment of head lice the preschool educators refer to the following website https://education.nsw.gov.au/student-wellbeing/health-and-physical-care/health-care-procedures/conditions/head-lice</p>

Notification of an infectious disease	<ul style="list-style-type: none"> • If an enrolled preschool child is diagnosed with an infectious disease, all parents and carers will be notified via a message posted at the preschool entrance and via the Seesaw app. • Any communications with families will maintain the privacy of the infected child. • All parents and carers will be supplied with a factsheet about the disease which lists its symptoms. • An outbreak of a serious illness that poses a risk to the health of all children and is considered a serious incident. • Early Learning will be notified (phone 1300 083 698) as soon as practical. • The local public health unit will be contacted (phone 1300 066 055) if the outbreak is of a vaccine preventable disease, as soon as practical. Their directions relating to the provision of information to families and / or the exclusion of children will be followed.
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Record of procedure's review
Date of review and who was involved
5/8/2021 Sharon Buck- Instructional leader, Tanika Harris -Assistant Principal, Kayla Bennet - SLSO, Sharon Chandler - SLSO, Jacqui Buchanan- Principal/Nominated Supervisor
Key changes made and reason/s why
Updated onto new DoE template. Reviewed in light of COVID 19 requirements.
Record of communication of significant changes to relevant stakeholders

Copy and paste a new table to record each occasion the procedure is reviewed.



Kooloorra Preschool nutrition, food and beverages and dietary requirements procedure

Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
2.1	Regulation 78 Regulation 79 Regulation 80	Leading and Operating Department Preschool Guidelines Nutrition in Schools Policy Allergy and Anaphylaxis Management Within the P-12 Curriculum
Pre-reading and reference documents		
ASCIA Guidelines for the prevention of anaphylaxis in schools NSW Food Authority: Children's Services Voluntary Food Safety Template Munch and Move Healthy Eating Resources Australian Dietary Guidelines Eat for Health Website		
Related procedure		
Dealing with medical conditions in children		
Staff roles and responsibilities		
School principal (These tasks may be delegated to other members of the preschool team, but	The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool. The principal is responsible for ensuring: <ul style="list-style-type: none"> the preschool is compliant with legislative standards related to this procedure at all times 	

responsibility sits with the principal.)	<ul style="list-style-type: none"> 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.
Preschool educators (This includes all staff; casuals, lunch cover, volunteers and anyone else who works in the preschool)	The preschool educators are responsible for working with leadership to ensure: <ul style="list-style-type: none"> all staff in the preschool and daily practices comply with this procedure storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers being actively involved in the review of this procedure, as required, or at least annually ensuring the details of this procedure's review are documented.
Procedure	
Supporting breastfeeding	<ul style="list-style-type: none"> The preschool is a breastfeeding - friendly place. Breast feeding friendly stickers are displayed in the entry foyer. A community room is available for where mothers have the opportunity to breastfeed with privacy.
Access to safe drinking water	<ul style="list-style-type: none"> Families are expected to provide their child with a full bottle of water each day. These are stored in a way that supports each child is able to access their own bottle themselves, throughout the day. They are moved outside when children go out doors to play. Additionally a bubbler is provided in the outdoor play space. Educators assist children to refill their water bottles if required. The educational program explicitly teaches and promotes water as the drink of choice for good health. Children are discouraged from bringing sweet drinks to preschool. Strategies to promote water as drink include conversations with families, posters, information brochures and program material from Munch and Move.
Nutritious food	<ul style="list-style-type: none"> The preschool does not provide food for children. Families supply their child with lunch and snacks for morning and / or afternoon tea. Families are encouraged to provide nutritious foods for their children at preschool. Families encouraged and supported to pack nutritious foods for their child through providing parent information sessions and brochures, signage and posters and regular discussions. Parents are informed that the preschool is <i>nut aware</i> and foods that contain nuts are discouraged. Families are informed and reminded, if needed via private discussions; phone calls; notes sent

	<p>home and information booklets.</p> <ul style="list-style-type: none"> • If a child enrolls who is allergic to another food, such as sesame seeds or eggs, these foods are discouraged also. • The educational program and daily routines explicitly teach and promote healthy food choices. Explicit teaching is provided through the veggie garden, discussions, texts, songs, cooking and tasting and group learning. • Everyday activities promote the Munch and Move principles. • Educators role model healthy food and drink choices and sit to eat with children, engaging them in discussions about healthy food choices.
Storing and reheating food	<ul style="list-style-type: none"> • Any perishable items brought to preschool by the children are stored safely until they are consumed. • A thermometer is used inside the fridge to ensure the temperature is maintained below 5°C. • Families place ice bricks in their child's lunch box. Spare ice bricks are available for those who forget. • Food must be reheated till it is hot all the way through – a minimum of 60°C. If additional information is required, refer to NSW Food Authority: Children's Services Voluntary Food Safety Template.
Consuming food at preschool	<ul style="list-style-type: none"> • Consideration is given to where children with food allergies and at risk of anaphylaxis are seated when eating with the group. • The children's food is monitored by the educators to ensure none contains a trigger food for another child. • The children are asked not to share food with other children. • Special events such as birthday celebrations or class parties which involve the sharing of food are closely monitored to minimise risks of food contamination and the consumption of trigger foods. If there is a child with a specific allergy families are asked to provide alternative options. If an alternative is supplied we keep separate from other foods • Educators serve items using gloves and tongs. • Food handling spaces are kept clean and hygienic. • A colour code is used for cleaning cloths • Cutting boards are used for food preparation and replaced regularly; kitchen cloths are washed at least weekly; food preparation implements are not used for any other purpose. • Food is not used as an incentive or reward throughout the day.
Cooking with children	<ul style="list-style-type: none"> • Before cooking activities, all children and adults wash and dry their hands thoroughly. • As directed by department policy, peanuts, tree nuts or any nut produce are not used in any cooking activity (this does not include foods labelled as 'may contain traces of nuts'). Additionally, any

	<p>ingredient for which a currently enrolled child has a known allergy, intolerance or is at risk of anaphylaxis for, is not used.</p> <ul style="list-style-type: none">• Children who have had vomiting or diarrhoea do not participate until they have been symptom - free for 48 hours. If the preschool has recently had, or is currently experiencing, an outbreak of gastrointestinal disease, no cooking activities are held.
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Record of procedure's review
Date of review and who was involved
Key changes made and reason/s why
Record of communication of significant changes to relevant stakeholders



Kooloorra Preschool providing a child safe environment procedure

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

Pre-reading and reference documents

[ACECQA Information sheet - Active supervision: Ensuring safety and promoting learning](#)
[Kidsafe: Child Accident Prevention Foundation of Australia](#)
[Kidsafe: Grow me safely](#)

Staff roles and responsibilities

School principal

(These tasks may be delegated to other members of the preschool team, but responsibility sits with the 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.

Preschool educators (This includes all staff; casuals, lunch cover, volunteers and anyone else who works in the preschool)	The preschool educators are responsible for working with leadership to ensure: <ul style="list-style-type: none"> • all staff in the preschool and daily practices comply with this procedure • storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers • being actively involved in the review of this procedure, as required, or at least annually • ensuring the details of this procedure's review are documented.
Procedure	
Adequate supervision	<ul style="list-style-type: none"> • The preschool children are adequately supervised at all times. • A supervision plan is in place to support active supervision. It makes note of areas and activities which require closer supervision, as well as arrangements for specific times of the day (arrivals, departures, pack – away) or situations (a sick child needs to be isolated from the group, some children are sleeping). • Educators ensure they can respond to children immediately, particularly if a child is distressed or in an unsafe situation. • Educators know where all children are at all times by actively and diligently monitoring their activities. • Supervision and engagement are balanced by drawing on a range of skills such as positioning, using peripheral vision and monitoring changes in noise and stress levels. • Educators have an awareness of potential hazards in the environment and proactively take steps to predict and intervene in situations where children's health and safety may be compromised • Flexible positioning and strong communication between educators is used to ensure all children are supervised. • Educators inform another educator if they are going into a storeroom or bathroom. • The first aid kit is positioned in a way where educators comply to ratios/ supervision when providing first aid either outside or inside. • 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. Consistent staff from the main school

	cover lunch breaks and RFF. They are given a thorough induction before completing any preschool duties.
Child protection	<ul style="list-style-type: none"> • As per department policy, as <i>mandatory reporters</i>, all staff have a duty to inform the principal when they have reasonable grounds to suspect any risk of harm to a child. • All department staff complete the online <i>Mandatory Child Protection Training</i> annually. • Preschool educators are encouraged and supported to raise and discuss any child protection concerns they have. The preschool educators keep a reflection journal and any wellbeing concerns are able to be raised at weekly staff meetings. • Educators raise child protection concerns immediately with the preschool supervisor who uses the Mandatory Reporters Guide to record/ respond to the concern. • Notification of a serious incident is made to Early Learning (phone 1300 083 698) when: <ul style="list-style-type: none"> ○ 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.
Working with children checks	<ul style="list-style-type: none"> • All department staff hold a current <i>Working with Children Check</i> valid for paid work and verified by the department. Each WWCC is kept in the staff qualification folder and on display in the main office. • Parents and close relatives volunteering in the preschool do not require a WWCC clearance, but must complete a declaration and provide 100 points of proof of identity.
Risk management plan	<ul style="list-style-type: none"> • The risk management 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 classroom teacher in collaboration with the SLSO review and update the plan annually or if a new risk becomes apparent.
Preschool environment	<ul style="list-style-type: none"> • 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. It is kept in the filing cabinet in the preschool office and is completed by the SLSO. An end of day checklist is additionally completed it

ensure the physical security of the building and no children are left on premises.

- Fencing and barriers which enclose outdoor areas are in place and are maintained by the school's General Assistant. They are checked daily by the preschool teacher to ensure they are secure.
- 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. All maintenance issues are logged on Sentral. Areas of immediate concern/ risk are dealt with immediately by GA.

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.

Preschool educators are responsible for ensuring all dangerous cleaning materials, disinfectants, poisonous and other dangerous substances and medications are kept in a child-resistant container.

They will be labelled with a description of contents and directions for their use. The following items should be kept in secure storage facilities that are inaccessible to children:

- All cleaning materials, including detergents and disinfectants
- Poisonous and other dangerous substances
- Dangerous tools and equipment
- Toiletries
- Medications (kept in a childproof container and refrigerated, if necessary)
- First aid equipment

Dangerous substances such as cleaning solutions, items or equipment are not kept in places such as toilets or where children might be able to access them. All potentially hazardous chemicals such as mosquito repellents, disinfectant is kept in a sealed container in the laundry. The laundry is always locked unless a staff member is in the room. The sealed container is stored on a shelf above the head height of staff ensuring children cannot access at any time

- 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. A cleaning schedule is place

that outlines the process of when toys or equipment are cleaned.

A cleaning contractor is employed by the Principal/Nominated Supervisor to clean the indoor learning environment of the preschool by 8am each day. The cleaner is responsible for cleaning the adult and children's bathrooms, vacuuming the carpet, mopping, wiping over surfaces and windows

All preschool educators need to ensure that furnishings and play equipment are checked regularly and kept in a safe, clean and hygienic condition. Regular cleaning includes:

- Tables and chairs- wiped daily
- Indoor equipment- per term or at point
- Soft toys- cleaned weekly or at point
- Puzzles- cleaned weekly or at point
- Books- cleaned weekly or at point
- Sand equipment- cleaned weekly or at point
- Sand pit- cleaned per term or at point of need
- Outdoor construction toys- per week or at point of need

All children's play equipment is cleaned at point of need and a schedule is displayed on the door in the resource room. Used resources are labelled with a used sticker to allow all educators to be aware of the need to clean at end of term.

The sandpit and mud kitchen are a fun and integral part of the preschool program. To avoid the spread of infection attention will be paid to their cleanliness, including:

- Securely covering the sandpit when not in use to prevent contamination, such as animal excreta, broken glass and other objects.
- Check daily and remove contaminated sand or rubbish, clean periodically.
- Watering with either mild detergent, diluted household disinfectant
- Raking through with salt
- Digging the sand over frequently to reduce moisture and stop the sand from turning sour
- Keeping sand and dirt topped up to the maximum level. Sand should be within 100 mm of the top edge of the sandpit edging
- Renew the sand and mud annually or as necessary

Record of procedure's review
Date of review and who was involved
18/5/2021 Sharon Buck (preschool supervisor), Tanika Harris(preschool teacher), Kayla Bennett SLSO), Jacqui Buchanan(Principal), Liza Moulton (P-2 Initiatives Officer)
Key changes made and reason/s why
Particular attention in review in relation to supervision as result of a serious incident.

Copy and paste a new table to record each occasion the procedure is reviewed.



Kooloorra Preschool sleep and rest procedure

Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
2.1	Regulation 81	Leading and Operating Department Preschool Guidelines Preschool sleep and rest guidelines
Pre-reading and reference documents		
ACECQA sleep and rest practices		
Staff roles and responsibilities		
School principal (These tasks may be delegated to other members of the preschool team, but responsibility sits with the principal.)	The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool. The principal is responsible for ensuring: <ul style="list-style-type: none"> 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. 	
Preschool educators (This includes all staff; casuals, lunch cover, volunteers and anyone else who works in the	The preschool educators are responsible for working with leadership to ensure: <ul style="list-style-type: none"> all staff in the preschool and daily practices comply with this procedure storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers being actively involved in the review of this procedure, as required, 	

preschool)	<p>or at least annually</p> <ul style="list-style-type: none"> ensuring the details of this procedure's review are documented.
Procedure	
Meeting the needs for sleep and rest	<ul style="list-style-type: none"> The preschool educators ensure the individual sleep and rest requirements of each child are met, as advised by their family. Families are consulted regarding their child's sleep and rest needs during the enrolment process and as an ongoing form of reflective practice throughout the year. Children are not forced to lie down or sleep. There is a comfortable, quiet area, both inside and outside, that a child can retreat to at any time of the day to rest. In the preschool environment there are: <ul style="list-style-type: none"> Quiet and tranquil book corners, both indoors and outdoors, are offered using soft furnishings, pillows and comfort toys for children to rest and relax. relaxation music is gently played all day educators read stories 1:1 or in small groups with the children and they have the option to lay down or sit cultural reflection occurs at a point of need quiet play experiences are offered such as drawing or completing a puzzle educators turn the lights off to create a calming environment educators sit near children who are resting educators encourage relaxation time based on children behaviour patterns and need educators provide relaxation experiences such as guided meditation or yoga children are offered time to exhaust energy prior to resting. There is a designated rest / quiet period included in the daily routine / timetable. The daily routine varies over the course of the year due to seasonal changes or changes in children's needs. Children have the opportunity to rest or sleep at any time of the day and the spaces in our indoor and outdoor environment cater for this. Educators ensure that areas for rest and sleep are well ventilated by providing open windows and doors to allow for adequate air circulation. Natural lighting is provided by ensuring all blinds are open at rest and sleep time. Children are encouraged to rest their body and mind during rest time for at least 5 minutes, however, if a child doesn't want to rest during the designated rest / quiet period, they are able to engage with a quiet activity.

	<ul style="list-style-type: none"> • Adequate supervision is maintained while some children rest and others engage in activities. Educators closely monitor children who are having a rest or sleep by verbally communicating with each other and where they are positioned to supervise the children and checking children who are sleeping at regular intervals. Adjustments are made to the daily routine if needed to support adequate supervision; ensuring an educator is always within sight and hearing distance of children who are resting or sleeping. • Children are encouraged to sleep on their backs before they fall asleep and then turn to a comfortable position once asleep. • If a child sleeps during the preschool day, their family is verbally informed of the length of time they slept by an educator. If this appears out of the ordinary to staff, this information is recorded in the reflection journal. • If children wish to, they are able to lie down with a pillow and sheet and / or blanket. Educators ensuring that if beds or mattresses are used, they are clean and in good repair. Mattresses are used when a child requests a rest or sleep out of routine. Mattresses are then cleaned using detergent and water. Educators offering individual children bed linen and this is washed before use by another child.
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Record of procedure's review	
Date of review and who was involved	
9/8/2021	
Key changes made and reason/s why	
No changes. Update to new template	
Record of communication of significant changes to relevant stakeholders	

Copy and paste a new table to record each occasion the procedure is reviewed.



Kooloorra Preschool staffing procedure

Associated National Quality Standards	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
4.1	Regulation 135	Leading and Operating Department Preschool Guidelines
4.2	Regulation 136	Working with Children Check Policy
7.1	Regulation 149	Code of Conduct Policy
	Regulation 151	Management of Conduct and Performance
		Teacher's Handbook
		Non-Teaching Staff in Schools handbook.
		Statement of duties – school learning support officer
		Statement of duties – Aboriginal education officer
Pre-reading and reference documents		
Early Childhood Australia's Code of Ethics ACECQA qualification checker ACECQA Information Sheet: Belonging, Being and Becoming for Educators		
Staff roles and responsibilities		
School principal (These tasks	The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool.	

may be delegated to other members of the preschool team, but responsibility sits with the principal.)	<p>The principal is responsible for ensuring:</p> <ul style="list-style-type: none"> 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.
<p>Preschool educators</p> <p>(This includes all staff; casuals, lunch cover, volunteers and anyone else who works in the preschool)</p>	<p>The preschool educators are responsible for working with leadership to ensure:</p> <ul style="list-style-type: none"> all staff in the preschool and daily practices comply with this procedure storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers being actively involved in the review of this procedure, as required, or at least annually ensuring the details of this procedure's review are documented.
Procedure	
Staffing allocation and qualifications	<ul style="list-style-type: none"> Each preschool class is staffed at all times by an early childhood teacher and School Learning Support Officer, Preschool (SLSO) or Aboriginal Education Officer (AEO). All preschool educators (ongoing, temporary, casual and relieving) have: <ul style="list-style-type: none"> a current, verified WWCC for paid work approval to work in a department school an ACECQA approved qualification (at least a Certificate III in the case of SLSOs and AEOs) early childhood teachers are also accredited with <i>NSW Education Standards Authority</i> (NESA). The regular educators are replaced by equally qualified educators during their breaks, release from face to face teaching, and absences. The staff to child ratio for preschool aged children is one to ten. These ratios should be maintained at all times. To be included in the ratio educators must hold at least a Certificate III qualification.

	<ul style="list-style-type: none"> • The preschool receives a 0.2 (one day a week) staffing allocation to complete administrative tasks related to the preschool. This is provisioned by one full day of administration support each Wednesday. • A staff member must be readily available on the school site holding the ACECQA approved first aid, anaphylaxis and asthma qualifications. Any staff member may hold one or more of these qualifications, including a school administration officer, however the practicalities and proximity of the school office to the preschool need to be considered.
Continuity	<ul style="list-style-type: none"> • The preschool staffing roster ensures a continuity of educators. When an educator is absent all effort is made to draw from a pool of regular relief staff who are familiar with the service. • A timetable for duty for each day is displayed near the sign on table so parents /carers can view which educators will be working with their child that day. • To demonstrate educator to child ratios are being met, the preschool maintains a record of which educators have been working directly with the children and when. Staff covering breaks and RFF duties sign into the preschool register to indicate the times they are working directly with children.
Induction	<ul style="list-style-type: none"> • All staff receive an induction before they commence work in the preschool. • This induction process is conducted by the nominated supervisor or Deputy Principal. This includes an overview of the general operational requirements and important information about the preschool. • The casual folder is used to support the induction. It provides information on operating hours, information about the National Quality Framework, daily routines, procedures and location of key documents, including medical and emergency plans. • Staff sign an induction record acknowledging that the induction has taken place and they understand the procedures and regulatory requirements.
Duties (including RFF and lunch breaks)	<ul style="list-style-type: none"> • The preschool is part of the duty roster for the whole school and break times align with a whole school timetable. • Duty cover includes staff taking over the position of the staff member relieved. This may include rest and relaxation, supervision, lunch time or general play engagement.

	<ul style="list-style-type: none"> • Preschool teachers are entitled to release from face to face (RFF) teaching time. The entitlement is shown as a separate entry on each school's enrolment and entitlement report. • The RFF teacher is responsible for delivering the daily program developed by the preschool teacher or be responsible for a specific part of the program developed in consultation with the teacher, for example, music, outdoor play or physical activity. • The RFF teacher is responsible for uploading pictures and content of their time with the children via a Seesaw post for families to view.
Educator performance and professional learning	<ul style="list-style-type: none"> • All educators are familiar with Early Childhood Australia's Code of Ethics. The Code of Ethics guides all decision making in relation to ethical responsibilities and guides all stakeholders in providing a commitment to respect and maintain the rights and dignity of children, families, colleagues and communities. • All educators comply with the department's Code of Conduct and complete bi – annual training led by the principal. • Educator performance is managed by the school principal through the annual <i>Performance and Development Plan.(PDP)</i> • Each educator's PDP identifies professional learning goals and strategies to meet these. PDPs are constructed by week 6 of term 1 for all staff in consultation with the nominated supervisor/principal. Mid yearly reviews are conducted in term 3 to support. • Staff are provided with professional learning opportunities to meet their goals.
Volunteers and practicum students	<ul style="list-style-type: none"> • Volunteers sign the visitor's book to record the date and hours they were in the preschool. • Student and volunteer participation is encouraged as the preschool is committed to assisting students gain valuable experience in early childhood settings. • The School Administration Manager (SAM) collects and stores the signed declarations that volunteers have no offences that would bar them from working with children, and their 100-points of proof of identity. • The record includes the full name, address and date of birth of each volunteer or student or who participates in the preschool. • Educators ensure they are aware of protocols and guidance supplied by universities, TAFEs or RTOs in relation to participating students.

Record of procedure's review
Date of review and who was involved
Key changes made and reason/s why
Record of communication of significant changes to relevant stakeholders

Copy and paste a new table to record each occasion the procedure is reviewed.



Kooloora Preschool sun protection procedure

Associated National Quality Standards	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
2.1 2.2	Regulation 114	Leading and Operating Department Preschool Guidelines Student health in NSW schools: A summary and consolidation of policy
Pre-reading and reference documents		
ACECQA Information sheet: Sun safety Sun Smart Recommendations for Childcare Services Sun Smart program		
Staff roles and responsibilities		
School principal (These tasks may be delegated to other members of the preschool team, but responsibility sits with the principal.)	<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"> 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. 	

<p>Preschool educators</p> <p>(This includes all staff, casuals, lunch cover, volunteers and anyone else who works in the preschool)</p>	<p>The preschool educators are responsible for working with leadership to ensure:</p> <ul style="list-style-type: none"> • all staff in the preschool and daily practices comply with this procedure • storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers • being actively involved in the review of this procedure, as required, or at least annually • ensuring the details of this procedure's review are documented.
<p>Procedure</p>	
<p>Hats and clothing</p>	<ul style="list-style-type: none"> • Children and educators are required to wear a <i>sun safe / smart</i> hat to protect their face, neck and ears, whenever outside. A school hat is included in the enrolment package for all children. • If a child does not bring a sun safe hat to preschool, spare hats are available to loaned to the child for the day. These hats are assigned to specific children for that day and are not shared amongst the children. This is managed by the preschool SLSO by labelling the spare hat with the child's name using masking tape and a permanent marker. These are washed daily by the SLSO who is also responsible for ensuring at least 5 spare hats are clean and available each day. • Parents and carers are encouraged to dress their children in clothing that is loose fitting and covers as much skin as possible. Children without SunSmart clothing are encouraged to play in an area protected from the sun, such as under shade, veranda (outdoor lunch tables) or indoors. Educators are responsible for checking that all children are wearing suitable sun safety clothing at morning circle time. Spare clothing is provided by the preschool if needed. • Families are provided with information in their child's enrolment packs about UV index levels, the requirements of sun safety clothing including hats.
<p>Shade</p>	<ul style="list-style-type: none"> • The availability and quality of shade is considered when planning all outdoor activities and outdoor play experiences are set up in the shade, as far as possible. • The daily timetable varies depending on the time of year to reduce the amount of time children are exposed to the sun when it is most damaging.

	<ul style="list-style-type: none"> Children who do not have appropriate hats or outdoor clothing are asked to choose a shaded play area.
Sunscreen	<ul style="list-style-type: none"> Sunscreen is applied under the supervision of staff before children go outside. The sunscreen is supplied by the school and is SPF 30+ or above. All children are encouraged to apply their own sun cream before going outside under the supervision of staff. For children unable to apply their own sunscreen, staff will ensure that should wash their hands before and after the task and use a separate clean tissue to apply sunscreen on each child who requires support. Sunscreen is applied before going outdoors and is reapplied every two hours even if the stated level of water resistance is four hours. Parent / carer authorisations are collected for staff to apply sunscreen to children. Sunscreen is stored away from direct sunlight and expiry dates monitored by the preschool SLSO.
The educational program	<ul style="list-style-type: none"> Educators model sun safe behaviours by wearing a SunSmart hat, protective clothing and sunglasses (optional). Educators provide intentional teaching experiences that promote discussion around sun protection and demonstrate a positive approach to the management of sun protection. Educators use the resources provided on the NSW Cancer Council SunSmart website and when these are delivered to our preschool to support their teaching. https://www.cancercouncil.com.au/1972/cancer-prevention/sun-protection/sunsmart-program-for-childcare-services/sunsmart-resources-childcare-services/sunsmart-early-childhood-resources/. Educators reinforce sun safe messages informally throughout the preschool day. For example, reminders about playing in the shade; reminders to put hats back on; discussing the need to move inside during the hottest part of the day. Information is provided to families about sun protection through information booklets, posters, brochures and the preschool website. In developing excursion risk management plans, sun burn is noted as a potential risk and minimisation strategies are noted.

Record of procedure's review
Date of review and who was involved
17/8/21 Sharon Buck, DP IL, Tanika Harris AP, Kayla Bennet SLSO, Sharon Chandler SLSO, Jacqui Buchanan Principal/ Nominated Supervisor
Key changes made and reason/s why
Added more detailed information on the application of sunscreen
Record of communication of significant changes to relevant stakeholders

Copy and paste a new table to record each occasion the procedure is reviewed.

