



Canley Vale Public School  
Principal: Margaret Creagh

## 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 <a href="#">92</a> Regulation <a href="#">93</a> Regulation <a href="#">99</a> Regulation <a href="#">102</a> Regulation <a href="#">161</a>	<a href="#">Leading and operating department preschool guidelines</a> <a href="#">Preschool- Obtaining parent's authorisation and consent</a>

### 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:

- 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.

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 also includes:

- analysing complaints, incidents or issues and for the updates to this procedure
- reflecting on how this procedure is informed by relevant recognised authorities
- discussing and implementing ways to engage with families and communities, including how changes are communicated.

#### Preschool supervisor

#### Preschool educators

The preschool educators are responsible for working with leadership to ensure:

- 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

### Collecting authorisations

- The *Application to enrol in an NSW Government preschool* (preschool enrolment form) collects parent / carer acceptance or refusal of authorisations and consent for the following circumstances:
  - 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, from other prior to school services, organisations or NSW Government departments.
- Parents / carers record in the preschool enrolment form nominees they authorise to:
  - 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:
  - 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, excursion or incursion
  - authorisation to transport children (other than on an excursion).
- On the families first day of preschool the parents/carers are provided with a CVPS Preschool Authorisation Permission consent form (located in the preschool office). This allows the educators to collect the additional required information. The families are encouraged to return this document to the preschool educators as soon as possible. The return of this consent form is monitored by the educators of the class.
- Additional written authorisations and consent from parents or authorised nominees are also obtained when:
  - Administering medication to children
  - Permission to publish that includes photographs/videos taken of the child and published on the school social media platforms
  - On parent request, authorisation to apply insect repellent
  - All documentation in relation to authorisation will contain the

Communication and application of authorisations and refusals

child's name, date and signature of the child's parent/guardian or nominated contact person as noted on the enrolment form.

- The CVPS Preschool-Authorisation Permission consent form clearly indicates any authorisation refusals, and who each child's authorised collectors are.
- The CVPS Preschool-Authorisation Permission consent form is stored in the confidential information class folder that is stored in the preschool office.
- Relieving and casual staff and volunteers are made aware of any authorisation refusals and each child's authorised collectors at the new staff, casual staff, student and volunteer induction. A notification of where to find this is also in the casual teacher's handbook.
- All staff refer to this information to ensure any authorisation refusals are complied with and that a child only leaves the preschool with the care of a parent or one of their authorised collectors.

Changes to authorisations

- A parent or carer may choose to change their authorisations or their child's authorised collectors. The parent or carer verbally notifies the educator of the child of any changes or additions to the authorised or refusal of collectors.
- In the case of family conflict and a parent or guardian arrives to pick up their child, and the other parent has requested that parent or guardian to not (no formal documentation including a court order), the requesting parent will be contacted and informed of the arrival of that parent/guardian. Verbal permission is requested by the authorised person to allow the child to leave with that parent/guardian. However, legally the preschool and P-6 school do not have the right to refuse the collection of the child by that parent/guardian unless formal documentation is provided to the P-6 school.
- If changes are notified:
  - they are recorded in the preschool enrolment form by the Preschool Administration officer. This information is then forwarded onto the child's educator and recorded in the child's confidential records (Authorisation permission note, CVPS Preschool Information form and child's individual documentation file.
  - Preschool records are updated accordingly by the Preschool Administration officer and the individual child's educator
  - Preschool staff are told of the changes as soon as they occur between the educators of the class. This is also added onto the agenda of the weekly team critical reflection time and the fortnightly Team Meetings.



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## 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 <a href="#">89</a> Regulation <a href="#">94</a> Regulation <a href="#">136</a>	<a href="#">Leading and operating department preschool guidelines</a> <a href="#">Student health in NSW schools: A summary and consolidation of policy</a>
<b>Pre-reading and reference documents</b>		
<a href="#">First Aid Procedures</a>		
<b>Staff roles and responsibilities</b>		
<b>School principal</b> <i>These tasks may be delegated to other members of the preschool team, but responsibility sits with the principal.</i>	<p>The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool.</p> <p>The principal is responsible for ensuring:</p> <ul style="list-style-type: none"> <li>the preschool is compliant with legislative standards related to this procedure at all times</li> <li>all staff involved in the preschool are familiar with and implement this procedure</li> <li>all procedures are current and reviewed as part of a continuous cycle of self- assessment.</li> </ul>	
<b>Preschool supervisor</b>	<p>The preschool supervisor supports the principal in their role and is responsible for leading the review of this procedure through a process of self-assessment and critical reflection. This could include:</p> <ul style="list-style-type: none"> <li>analysing incidents or issues and what the implications are for the updates to this procedure</li> <li>reflecting on how this procedure is informed by relevant recognised authorities</li> <li>planning and discussing ways to engage with families and communities, including how changes are communicated</li> </ul>	
<b>Preschool educators</b> <i>This includes all staff; casuals, lunch cover, volunteers and anyone else who works in the</i>	<p>The preschool educators are responsible for working with leadership to ensure:</p> <ul style="list-style-type: none"> <li>all staff in the preschool and daily practices comply with this procedure</li> <li>storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers</li> <li>being actively involved in the review of this procedure, at least annually, or as required</li> </ul>	

<i>preschool</i>	<ul style="list-style-type: none"> <li>ensuring the details of this procedure's review are documented.</li> </ul>
<b>Procedure</b>	
<b>First aid qualifications</b>	<ul style="list-style-type: none"> <li>All department staff (ongoing, temporary and casual) complete the department's mandatory first aid training: <ul style="list-style-type: none"> <li>Australian Society of Clinical Immunology and Allergy (ASCIA) anaphylaxis e-training</li> <li>anaphylaxis face-to-face training</li> <li>e-Emergency care</li> <li>CPR face to face training (HLTAID001)</li> </ul> </li> <li>All permanent preschool educators (Rhonda Moussaoui, Mary-Anne Dabit, Leanne Hunt, Helen Thai) hold a current ACECQA approved first-aid, anaphylaxis and asthma qualification certificate HTLAID004. All current first aid officer information is clearly displayed in the preschool as Senior First Aid People with a photo, name, phone extension and location. These posters are located next to the phone, in each classroom and in the outdoor learning environment (next to the ASCIA action plans). Two P-6 school Administration officers (Tracey Burrell and Lindy Haynes) hold a current Senior First Aid certificate (HLT001, HLT002, HLT003). The first aid officer/s can be called upon whenever they are required within the preschool and through the main office of the P-6 school.</li> <li>Educators' current first aid certificate/s are displayed in the parent foyer of the preschool and mandatory first aid training is stored in hard copy in the staff folder that is available in the preschool office and a copy is also provided to the school Senior Administrative Manager (SAM). The Preschool AP is responsible for the maintenance and currency of the displayed certificates and folder.</li> <li>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.</li> </ul>
<b>First aid kit</b>	<p>First aid kits are stored on the preschool site. The preschool has fully-stocked first aid kits that are accessible to all staff and inaccessible to children, but easily recognisable. They are available at:</p> <ul style="list-style-type: none"> <li>the back exit doors of each classroom</li> <li>Container on the bottom shelf in the white cupboard of the staff office</li> <li>First Aid kits providing resources for minor incidents are also available: <ul style="list-style-type: none"> <li>in the middle staffroom</li> <li>hanging outdoors, outside the middle staffroom.</li> </ul> </li> </ul> <p>A written record of the contents of the kit /s is maintained, including the contents' expiry dates. The last week of each term the SLSOs check each first aid bag/kit to replenish and/or replace used or old items. A register is signed when this is completed. This is kept next to the first aid bag/kit. The P-6 office staff also check each first aid bag/kit to replenish and/or replace used or old items (Epi pens and Ventolin). This is done annually.</p> <ul style="list-style-type: none"> <li>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 <a href="#">ASCIA First Aid Plan for Anaphylaxis</a></li> </ul>

	<p><a href="#">(ORANGE) 2020 EpiPen</a> and the <a href="#">Asthma Care Plan for Education and Care Services</a>.</p> <ul style="list-style-type: none"> <li>● The location of this emergency medication are clearly noted on the outside of the kit for the information of all staff, visitors and volunteers.</li> <li>● An emergency general Epi pen and general Ventolin is available in the First Aid bags hanging at the back exits of each classroom. In addition, an emergency Epi pen is also stored in a red locked container above the First Aid kit (for minor injuries) in the middle staffroom. The key to this red Epi pen container is kept in the freezer in the kitchen.</li> <li>● A cardiopulmonary resuscitation (CPR) chart is displayed in prominent positions in the preschool, both inside and outside.</li> <li>● 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"> <li>○ first aid kit/s that includes the general – use emergency medication and instructions for use.</li> <li>○ Poster indicating the Children with Medical Needs.</li> <li>○ When the two preschool classes leave the preschool grounds together (ie assembly, performances, evacuation...) one SLSO will be responsible to take a first aid bag, mobile phone and the other SLSO will be responsible to take all individual children's emergency medication and medical management plans.</li> <li>○ If each preschool class leaves the preschool grounds separately it is the responsibility of the SLSO of that class to take with them the first aid bag, mobile phone and individual children's emergency medication and medical management plans.</li> <li>○ All children's medical information (displayed outdoors next to the sign in register, on the Medicine cupboard in the middle staffroom; Anaphylaxis children action plans at entry of classrooms and casual folders) and medicines are stored in the Medicine cupboard in the middle staffroom.</li> </ul> </li> </ul>
<p><b>Administration of first aid</b></p>	<ul style="list-style-type: none"> <li>● When parents enrol their child in our preschool they need to be assured that all necessary actions will be taken if their child is involved in an accident, emergency, trauma or is ill. At enrolment (on the enrolment form) all parents are asked to give written authorisation for staff to seek urgent medical and hospital treatment or call the ambulance service.</li> <li>● In any medical emergency preschool educators follow the same emergency care procedures as for the P-6 school. This guide includes: <ul style="list-style-type: none"> <li>-ensure the child is not moved</li> <li>-call an ambulance</li> <li>-the preschool first aid officer or the P-6 school's first aid officer will be called to attend to the child at the accident site</li> <li>-the admin officers of the P-6 school will inform the principal and parents immediately</li> <li>-Complete the Incident, Injury, Trauma or Illness form within 24 hours</li> <li>-Notify Early Learning Unit (phone 1300 083 698) within 24 hours who will then notify the regulatory authority</li> </ul> </li> </ul>

In case of an accident, incident or injury occurring to staff:

- notify the principal or executive staff as soon as possible
  - report the accident, incident or injury (Work Health and Safety phone number: 1800 811 523)
- 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:
    - 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.
  - If a child requires it, they will be administered first aid. As all of the preschool educators are trained with the mandatory e-emergency care, anaphylaxis, CPR HLTAID001, Administration of medication and ACECQA approved first-aid, anaphylaxis and asthma qualification **certificates any preschool staff member may administer emergency first aid. The P-6 staff also hold mandatory E-emergency care, Anaphylaxis and CPR HLTAID001 certificates may also administer emergency first aid.**
  - After first aid has been administered, the details will be recorded in an *Incident, injury, trauma and illness record*. The educator that administered the medication or the educator present during the administration of first aid will record the details onto the *Incident, injury, trauma and illness record*. *Incident, injury, trauma and illness record* folder is stored in the preschool office.
  - 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 *Incident, injury, trauma and illness record* as confirmation of this.
  - 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, the child's educators will contact the parent as soon as practical.
  - All preschool educators have a duty of care to comfort and care for injured or sick children and help if they need immediate attention. The child is checked and monitored. The injured or sick child is sat on the chair in the front parent foyer distanced from the other children and in sight and sound of the educators. The educators regularly comfort and attend to the child as needed. With a sick child, a common-sense approach, and/or a colleague discussion, the child's family is called by a staff member within the preschool. The P-6 Administration Office is also contacted informing them of the parent's arrival. The completion of an Incident, Injury, Trauma or Illness form will be completed within the first 24 hours if the family was contacted.

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|  | <ul style="list-style-type: none"><li>• Staff should use commonsense in an emergency and provide assistance within the limits of their skills and training while waiting for medical services and the family. The P-6 Administration Office is also contacted informing them of the emergency. The completion of an Incident, Injury, Trauma or Illness form is completed when first aid needs to be administered within 24 hours.</li></ul> |
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## 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	<a href="#">Regulation 173</a> <a href="#">Regulation 176</a>	<a href="#">Leading and operating department preschool guidelines</a> <a href="#">Complaints Handling Policy</a> <a href="#">School Community and Consumer Complaint Procedure</a> <a href="#">Preschool Notification Guidelines</a>
<b>Pre-reading and reference documents</b>		
<a href="#">ACECQA National Quality Standard Information Sheet: Using Complaints to Support Continuous Improvement</a> <a href="#">Making a Complaint About Our Schools</a> - family information sheet		
<b>Staff roles and responsibilities</b>		
<b>School principal</b>  <i>These tasks may be delegated to other members of the preschool team, but responsibility sits with the principal.</i>	<p>The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool.</p> <p>The principal is responsible for ensuring:</p> <ul style="list-style-type: none"> <li>the preschool is compliant with legislative standards related to this procedure at all times</li> <li>all staff involved in the preschool are familiar with and implement this procedure</li> <li>all procedures are current and reviewed as part of a continuous cycle of self- assessment.</li> </ul>	
<b>Preschool supervisor</b>	<p>The preschool supervisor supports the principal in their role and is responsible for leading the review of this procedure through a process of self-assessment and critical reflection. This could include:</p> <ul style="list-style-type: none"> <li>analysing complaints, incidents or issues and what the implications are for the updates to this procedure</li> <li>reflecting on how this procedure is informed by relevant recognised authorities</li> <li>planning and discussing ways to engage with families and communities, including how changes are communicated</li> </ul>	
<b>Preschool educators</b>  <i>This includes all staff; casuals, lunch cover,</i>	<p>The preschool educators are responsible for working with leadership to ensure:</p> <ul style="list-style-type: none"> <li>all staff in the preschool and daily practices comply with this procedure</li> </ul>	

<p><i>volunteers and anyone else who works in the preschool</i></p>	<ul style="list-style-type: none"> <li>• storing this procedure in the preschool, on the CVPS Google Team drive and on the CVPS Preschool webpage and making it accessible to all staff, families, visitors and volunteers</li> <li>• being actively involved in the review of this procedure, as required, or at least annually</li> <li>• ensuring the details of this procedure's review are documented.</li> <li>• All staff must comply with the Department of Education's <i>Code of Conduct</i> procedures and act in a way that encourages a productive and harmonious working environment. <i>Refer to the Code of Conduct for staff (section li) of the Policy and procedure and supporting documents.</i> All staff are trained annually by the school principal or e-learning, mandatory training on the Code of Conduct.</li> </ul>
<p><b>Procedure</b></p>	
<p><b>Making a complaint</b></p>	<ul style="list-style-type: none"> <li>• The preschool's service approval details are clearly displayed at the preschool entrance. It includes the preschool's phone number and notes that any <i>complaints are to be directed to the school principal.</i></li> <li>• Most complaints, difficulties and grievances particularly when minor, should be resolved informally with the relevant person or Preschool Assistant Principal. Concerns or grievances are to be managed quickly, impartially and justly. Further/unresolved complaints, difficulties and grievances should be made to the P-2 Deputy Principal or the school Principal.</li> <li>• Families are informed of the complaints handling procedure as indicated in the Preschool Parent Handbook and on the service approval details displayed in the parent foyer of the preschool.</li> <li>• The service approval details also note the name and contact number of the regulatory authority. Families are informed that they are able to make a complaint of a breach of a regulation to the regulatory authority with information provided in the Preschool Parent Handbook and the service approval details displayed in the parent foyer of the preschool.</li> <li>• 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).</li> <li>• Complaints about the school principal can be made to the relevant <i>Director Educational Leadership</i> and EPAC (phone 02 7814 3733 or email <a href="mailto:epac@det.nsw.edu.au">epac@det.nsw.edu.au</a>).</li> </ul>
<p><b>Dealing with complaints</b></p>	<ul style="list-style-type: none"> <li>• Our preschool implements the <i>NSW Department of Education's Complaints Handling Policy.</i></li> <li>• Complaints are dealt with in an open, respectful and confidential manner.</li> <li>• Initially, the preschool teacher will seek to address and resolve complaints respectfully and informally, as soon as possible.</li> <li>• 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 and/or P-2 DP immediately.</li> </ul>

	<ul style="list-style-type: none"> <li>● Should an SLSO or CLO receive a complaint they refer the complaint to the relevant teacher to resolve.</li> <li>● Details of any complaints made are documented. Details of the complaint are recorded in the teachers personal critical reflections, teacher's diary and/or on a post-it-note that is kept in the child's individual assessment file. A serious complaint is also recorded by the DP on the child's individual file on Sentral.</li> <li>● During the preschool team meeting, team critical reflection meeting and meetings with the DP and principal the matters of the complaint are discussed and strategies are developed to make any necessary improvements. This is discussed with the parents, teacher, DP and principal.</li> </ul>
<p><b>Notification of a serious complaint</b></p>	<ul style="list-style-type: none"> <li>● If a formal complaint is made alleging that the Law has been contravened, that a serious incident has occurred or is occurring, or a breach of any given regulation, notification must be made to Early Learning (phone 1300 083 698) within 24 hours of the complaint being received.</li> <li>● The Early Learning Unit is required to make a notification if a formal complaint has been made alleging that the Law has been contravened or that a serious incident has occurred or is occurring. The principal will call the Early Learning Unit to inform advisors about the complaint so that it can be assessed if the complaint is notifiable. When the complaint is notifiable, the principal will be asked to provide documentation including; <ul style="list-style-type: none"> <li>· the complainant name and contact details</li> <li>· the name of the child/children, gender and date of birth to whom complaint relates</li> <li>· details including the date the complaint was received, a copy of the written complaint (or summary) and any other relevant documentation including correspondence, photos, statements etc.</li> <li>· steps taken by the preschool/school in response to the complaint</li> </ul> </li> <li>● The senior executives such as the supervisor/s and/or principal are responsible for monitoring, evaluating and complying with mandatory reporting requirements of the guidelines.</li> <li>● If a complaint in regards to a child protection issue is made and it relates within the service by a staff member or volunteer, the principal will be notified immediately. The principal will make a notification to the <i>Early Learning Unit</i> as well as the <i>NSW Ombudsman</i> (reportable conduct scheme, ph. 9286 1021).</li> </ul>



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## 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 <a href="#">88</a>	<a href="#">Leading and operating department preschool guidelines</a> <a href="#">Student health in NSW schools: A summary and consolidation of policy</a>
<b>Pre-reading and reference documents</b>		
<a href="#">NSW Immunisation Enrolment Toolkit</a> <a href="#">Staying Healthy (5<sup>th</sup> Ed.): Preventing infectious diseases in early childhood education and care services</a> <a href="#">NSW Government Food Authority: Children's Services</a>		
<b>Related procedure</b>		
Nutrition, food and beverages and dietary requirements		
<b>Staff roles and responsibilities</b>		
<b>School principal</b>  <i>These tasks may be delegated to other members of the preschool team, but responsibility sits with the principal.</i>	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"> <li>● the preschool is compliant with legislative standards related to this procedure at all times</li> <li>● all staff involved in the preschool are familiar with and implement this procedure</li> <li>● all procedures are current and reviewed as part of a continuous cycle of self- assessment.</li> </ul>	
<b>Preschool supervisor</b>	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"> <li>● reflecting on how this procedure is informed by relevant recognised authorities</li> <li>● planning and discussing ways to engage with families and communities, including how changes are communicated</li> <li>● developing strategies to induct all staff when procedures are updated to ensure practice is embedded.</li> </ul>	

<p><b>Preschool educators</b>  <i>This includes all staff; casuals, lunch cover, volunteers and anyone else who works in the preschool</i></p>	<p>The preschool educators are responsible for working with leadership to ensure:</p> <ul style="list-style-type: none"> <li>● all staff in the preschool and daily practices comply with this procedure</li> <li>● storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers</li> <li>● being actively involved in the review of this procedure, as required, or at least annually</li> <li>● ensuring the details of this procedure's review are documented.</li> </ul>
<p><b>Procedure</b></p>	
<p><b>Immunisation</b></p>	<ul style="list-style-type: none"> <li>● 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"> <li>○ is fully immunised for their age, or;</li> <li>○ has a medical reason not to be vaccinated, or;</li> <li>○ is on a recognised catch-up schedule.</li> </ul> </li> <li>● 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.</li> <li>● 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.</li> <li>● A copy of each child's immunisation history statement or record (catch –up schedule) is stored in their enrolment folder in the P-6 school Administration Office.</li> <li>● An immunisation register is maintained by the Preschool Admin. officer.</li> <li>● Families of children turning four during the preschool year are reminded to supply the school office with their child's updated immunisation history statement or record. The preschool admin. officer keeps a register of the upcoming updating of each child's immunisation statement using a tag system on the child's enrolment form and with an excel sheet. The admin office will provide the preschool educators with individual notices informing the family that their child's four year immunisation is due. The preschool teachers hand these notes to the family. Reminder notes are also given if needed. The family is asked to provide the updated immunisation record to the admin. office.</li> </ul>

**Health and  
Hygiene practices**

- 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.
- The correct process for handwashing is taught and reinforced.
- Visuals of good handwashing procedures are displayed in each of the children's bathrooms of each class, staff toilet and the kitchen
- Independent nose wiping is taught and reinforced. This is taught to the children through verbal cues and modelling. The children are then asked to throw their used tissue in the bin and to wash their hands straight afterwards.
- Standard infection control procedures include (for children and adults):
  - Social distancing measures for families when dropping off and picking up their child.  
These social distancing measures include:
    - Posters displayed in the front outdoor preschool entry
    - Standing on the markings and directional guide indicated on the ground of the outdoor preschool front entry
    - Parents to place lunchboxes and drink bottle on the eating trolley that is available in the outdoor front preschool entry

	<ul style="list-style-type: none"> <li>-Parents to apply sunscreen available in the outdoor front preschool entry</li> <li>-SLSO is waiting in the front outdoor preschool entry to greet, support our social distancing measures/procedures, to sign the children in/out of the preschool (who drops off/picks up the child is also included in the signing in/out)</li> <li>-Preschool child enters preschool with their schoolbag to the teacher waiting to support them in placing their bag in their locker, sanitise or wash (with soap and water) their hands before entering the indoor learning environment</li> <li>-Children move straight into indoor/outdoor play</li> </ul> <p>-Visuals of good handwashing procedures are displayed in each of the children's bathrooms of each class, staff toilet and the kitchen.</p> <ul style="list-style-type: none"> <li>• Using good hygiene practices (thoroughly washing hands with soap and water (approximately 20 seconds), drying with a paper towel and throwing paper towel into the bin and/or hand sanitiser.</li> <li>• This includes:</li> <li>• when entering and leaving the preschool premises</li> <li>• after toileting</li> <li>• coming indoors from the outdoors</li> <li>• before and after handling food</li> <li>• before and after changing soiled clothing (also include wearing gloves that are disposed of in the glove bin [kept in the children's bathroom] once the soiled clothes are in the wet clothes bin, [kept in the children's bathroom and storeroom])</li> <li>• blowing/picking nose</li> <li>• practicing minor accident/incident procedures</li> <li>• after using the compost bin</li> <li>• after handling animals during incursions</li> <li>• before and after administering medicine</li> <li>• any other time when needed.</li> </ul>
<p><b>Maintaining a clean, hygienic environment</b></p>	<p>Educators maintain a clean and hygienic environment by following the guidelines in <i>Staying Healthy (5<sup>th</sup> Ed.): Preventing infectious diseases in early childhood education and care services</i>. This includes:</p> <ul style="list-style-type: none"> <li>• All adults wash and dry their hands thoroughly.</li> <li>• The preschool, furniture, equipment and toys are regularly cleaned / washed and well maintained.</li> <li>• Children are encouraged and reminded to cough or sneeze into the bend of their elbow. Once their nose is wiped with a clean tissue and disposed of in the bin the children are encouraged to go to the bathroom to thoroughly wash their hands with soap and water and dry with a paper towel.</li> <li>• Take care of your skin (wearing disposable gloves or a waterproof dressing).</li> <li>• Use good handling and disposal procedures (use gloves; and dispose of in 2 tied plastic bags and the bin)</li> <li>• Blood and bodily fluids to be cleaned up quickly (wipe up with a dry paper towel and spray with eucalyptus spray and wipe over).</li> </ul>

- If vomit occurs, the vomit sand will be applied and a chair placed over so not to be handled. The vomit sand is located in the locked kitchen
  - Contact with blood and bodily fluids to be washed immediately with soap and water
  - Any tissues or paper towels and gloves that are used to clean and wipe blood or vomit are disposed of in a tied plastic bag and disposed of in the bin
  - **Daily**, all surfaces are sprayed with a diluted eucalyptus oil and water solution in a spray bottle. These surfaces include:
  - Tabletops (play areas and eating areas), **individual seats, toys used for the day, children's lockers, rugs and lounge chairs.**
  - **Extensive cleaning procedures undertaken by the contracted cleaners twice a day also include using disinfectant to wipe down outdoor fixed equipment and boards, midday cleaning of bathrooms (children and staff), wiping of high touch areas and tabletops.**
  - **The contracted cleaners also remove rubbish, clean the floors, bathrooms and table tops.**
  - **Paper towels and chux cloths** are used to clean/wipe specific areas
  - Plastic table clothes (used for eating)
  - Mouthed toys
  - Children's beds after their week has ended. The beds are washed with detergent, hosed down and sun dried annually or after a soiling accident
  - Borrowed linen, pillow or soft toys at the end of the children's week.
  - Used plastic toys are sprayed and sun dried at the end of its use. The toy cleaning register is signed.
  - At the end of each term all dress up clothing, soft toys, linen, decorative runners and rugs are taken home by the educator and machine washed.
  - **During COVID-19 pandemic dress up clothing, soft toys, cushions and preschool linen have been removed from each classroom.**
  - Plastic outdoor mats are washed with detergent hosed and sun dried annually. When spills occur this is wiped with a paper towel or sprayed with the diluted solution (if needed) and wiped with a paper towel.
- Standard Precautions for Infection Control, Work Health and Safety Directorate; (Appendix A) p 17*
- Parents are asked to supply a clean change of clothing for children at preschool. If a toileting accident occurs educators should:
    - Place soiled clothes in two plastic bags and place them in the soiled clothing bucket (that has a lid) located in the children's bathroom and store room.
    - A label indicating child's name, type of soiling, time and educator's name will be taped onto the plastic bag



	<p>-A note is taped onto the child's locker stating to the parent to see the educator. However during the COVID pandemic a notice is placed on the <b>or the attendance sign-in register to remind the educator to give the parent the soiled clothes bag in the soiled clothes bin.</b></p> <p>-Use toilet paper and wet wipes to clean a child after soiling themselves. If needed the child will be taken to the preschool shower to be cleaned. Two educators will be present or in close proximity to this area.</p> <p>-Educators will wear disposable gloves when cleaning up toileting accidents.</p> <p>-Once the child is clean and the wet wipes have been used, remove gloves so you will not touch the clean child with dirty gloves.</p> <p>-The dirty wipes and gloves must be thrown into a plastic bag and discarded in the soiled gloves bin (that has a lid) located in the children's bathroom.</p> <p>-After toileting, children are reminded to wash their hands and dry them properly to stop germs that might make them sick.</p> <p>-Educators wash their own hands with soap and water after helping children use the toilet.</p> <ul style="list-style-type: none"> <li>• When a child has had a toileting accident the educator will notify the other educator/s that they will be changing the child in need. The child will be taken into the children's toilet ensuring other children are not present. The bathroom door will remain open at all times allowing the educator that is changing the wet/soiled child, to be in sound of the other children. The educator will wear disposable gloves and the child will be cleaned if necessary and changed quickly into dry clothes. These clothes are the child's clothes brought from home or preschool's spare clothes (if the child does not have spare clothes in their bag). The storage of the soiled clothing is indicated above and both child and educator are to follow the handwashing procedures.</li> </ul>
<p><b>Sick children</b></p>	<ul style="list-style-type: none"> <li>• If a child arrives at preschool obviously unwell, the educator will: <ul style="list-style-type: none"> <li>- have a conversation with the person bringing the child to preschool about the child's obvious unwellness</li> <li>-the family will be asked if the child was given medication such as Panadol or Neurophen before arriving</li> </ul> </li> <li>• If the child appears too unwell or has received the above medication the family will be asked to take the child home and see the doctor. Explain to the family that children, educators and other staff who are unwell should stay home from education and care services. Even if they do not have a condition that requires exclusion, the best place for an ill child to rest and recover is with someone who cares for them.</li> <li>• When returning to preschool (after an absence of three days or more) a doctor's certificate or a parent letter is encouraged to be provided.</li> </ul>

	<ul style="list-style-type: none"> <li>● If a child becomes ill (including temperature, vomiting) while at preschool, parents are contacted (by the preschool staff) and asked to collect them or arrange for their nominated emergency contact to pick them up.</li> <li>● The child should be made comfortable, their temperature is to be taken, ensure a bin, tissues and /or a vomit bag are close to the child, if needed. The child is kept under adult supervision (through sight and sound) until they recover or are collected by their parent/nominated person.</li> <li>● When indoors, the child is to be seated on the seat in the parent foyer, facing their classroom. The child is to be seated here for easy supervision at all times.</li> <li>● If in the outdoor learning environment, the child is to be seated on the silver seats (in front of Preschool Blue/Green) or the seats next to Preschool Yellow/Red door to the outdoors.</li> <li>● An Accident, Injury, Trauma and illness form will be completed (within 24 hours of the illness occurring) and signed by the parent in the event that a child becomes ill.</li> <li>● All items/seating the child comes into contact with while resting will be wiped down with the diluted water and eucalyptus oil solution so no other child comes into contact with them. In the case that the child becomes ill on their bed, the child's pillow and sheets will be placed in their blanket bag to be taken home with them. The bed is wiped down with the diluted water and eucalyptus oil solution.</li> <li>● If a child appears very unwell and needs urgent medical attention an ambulance will be called by the preschool staff and the admin office, principal and parent/carer will be notified that emergency services have been contacted and the emergency situation.</li> </ul>
<p>Children with an infectious disease and exclusion</p>	<ul style="list-style-type: none"> <li>● 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 (5<sup>th</sup> Ed.): Preventing infectious diseases in early childhood education and care services</i>. The <i>Staying Healthy (5<sup>th</sup> Ed.): Preventing infectious diseases in early childhood education and care services</i> is available to the parents on the parent shelf in the preschool foyer and on the CVPS website-Preschool tab.</li> <li>● If a child contracts a vaccine-preventable disease, preschool staff should inform the principal who will contact parents and if necessary, the nearest public health unit (phone 1300 066 055). The preschool will then follow the advice from the public health unit.</li> <li>● If a child is suspected of having <b>head lice</b>, a second educator will be asked to check and confirm any suspicion. This will be done away from the other children as the child's emotional wellbeing is considered. If educators believe the child has head lice, the child's family will be contacted and made aware. As recommended by <i>Staying Healthy: Preventing infectious diseases in early childhood education and care services, 5<sup>th</sup></i></li> </ul>

	<p><i>edition, 2013, p 24</i> the child does not need to be sent home immediately if head lice are detected. The child does not have to be excluded, if effective treatment begins before the next day at the education and care service.</p>
<p><b>Notification of an infectious disease</b></p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• All parents must be told of any outbreak of an infectious disease at the preschool (via an information/fact sheet provided by the P-6 School Administration Office) and asked to keep children with infectious diseases at home for the appropriate time frame.</li> <li>• This information can be found in the NSW Health guidelines 'Infectious Diseases of Children factsheet' at <a href="https://www.health.nsw.gov.au/Infectious/factsheets/Pages/default.aspx">https://www.health.nsw.gov.au/Infectious/factsheets/Pages/default.aspx</a>.</li> <li>• The child must also get a medical clearance from a doctor before they return to preschool.</li> <li>• Parents are encouraged to inform the class educator if a family member has an infectious disease. This can help reduce the risk of the infection spreading to others.</li> <li>• Any communications with families will maintain the privacy of the infected child.</li> <li>• Early Learning will be notified (phone 1300 083 698) as soon as practical.</li> <li>• The local public health unit (phone 1300 066 055) will be contacted by the principal or the admin office if the outbreak of a vaccine preventable disease occurs, as soon as practical. Their directions relating to the provision of information to families and / or the exclusion of children will be followed.</li> <li>• Where there is a suspected or confirmed case of COVID-19 in the school/preschool environment, the principal will contact the Department's Incident Report and Support Hotline which operates 24 hours a day, 7 days a week. Any staff member or student who becomes unwell while at school will be isolated in an appropriate space (seated in the parent foyer facing the classroom or outdoors silver seats).</li> <li>• Parents will be called as soon as possible and the parent or carer will be asked to collect their child as soon as possible.</li> <li>• NSW Health will notify the NSW Department of Education of any confirmed cases of COVID-19 impacting on the school/preschool.</li> <li>• The Department will follow NSW Health's advice and take any action required to manage the confirmed case of COVID-19.</li> <li>• Where required, a school and preschool may cease operations based on advice from NSW Health to allow time to complete contact tracing and have the school cleaned prior to staff and students returning.</li> <li>• Schools will advise their school community through the school website, Facebook accounts and other local messaging systems of any confirmed cases that impact the school.</li> </ul>

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|  | <ul style="list-style-type: none"><li>• Staff and students will be supported to work or learn from home if they are required to self-isolate or if they have been identified by NSW Health as a close contact of a confirmed case of COVID-19.</li><li>• The Incident Report and Support Hotline is available 24/7 to take incident notifications and provide advice and support to schools/preschools at any time.</li><li>• All children and young people with a health care plan should ensure this is up to date and if required provide additional advice to their school on any additional monitoring in the context of COVID-19.</li><li>• <i>Resource: Putting the AHPPC guidance into practice in NSW Public Schools <a href="http://www.education.nsw.gov.au/">http://www.education.nsw.gov.au/</a></i></li></ul> |
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Canley Vale Public School  
Principal: Margaret Creagh

## 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 <a href="#">90</a> Regulation <a href="#">91</a> Regulation <a href="#">92</a> Regulation <a href="#">93</a> Regulation <a href="#">94</a> Regulation <a href="#">95</a>	<a href="#">Leading and operating department preschool guidelines</a> <a href="#">Student health in NSW schools: A summary and consolidation of policy</a> <a href="#">Allergy and Anaphylaxis Management within the Curriculum P-12</a>
<b>Pre-reading and reference documents</b>		
<a href="#">Australasian Society of Clinical Immunology and Allergy (ASCIA)</a> <a href="#">ASCIA Guidelines for the prevention of anaphylaxis in schools</a> <a href="#">ASCIA Risk management strategies for schools, preschools and childcare services</a> <a href="#">National Asthma Council Australia</a> <a href="#">Epilepsy Australia</a> <a href="#">Diabetes Australia</a>		
<b>Staff roles and responsibilities</b>		
<b>School principal</b>	<p>The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool.</p> <p>The principal is responsible for ensuring:</p> <ul style="list-style-type: none"> <li>the preschool is compliant with legislative standards related to this procedure at all times</li> <li>all staff involved in the preschool are familiar with and implement this procedure</li> <li>all procedures are current and reviewed as part of a continuous cycle of self-assessment.</li> </ul>	

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:

**Preschool supervisor**

- 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

The preschool educators are responsible for working with leadership to ensure:

- 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**

- The preschool enrolment form requires the parent or carer to document relevant medical information.
- A medical condition is a condition that has been diagnosed by a medical practitioner (refer to Operational Guidelines, Medical Conditions Policy, for guidance related to this procedure). P-6 schools do not give medication that has not been specifically requested by a medical practitioner for an individual child for a specific condition.
- Families must indicate on their child's enrolment form if their child has a medical condition or allergy. Further information is collected by the admin office staff and is communicated to the preschool staff. Additional information is also collected at the preschool orientation interview with the families and again when the child begins preschool.
- While parents have primary responsibility for managing their children's health, staff (principal, admin office and preschool teachers) must work with parents to support health care needs while the child is at preschool. This may involve:
  - Parents providing medication and/or to be stored on the preschool premises (Medicine cupboard or refrigerator in the locked kitchen)
  - Requesting updated Health Care/Action Plans from the family doctor. P-6 administration office or preschool educators provide current blank coloured Action Plans for the family to give to the family doctor to complete.
- The P- 6 administration office will follow up with a phone call to the family requesting an updated coloured action plan when nearing expiry.

- Performing health care procedures
- Developing an Individual Health Care Plan. An individual health care plan is needed for any child who is diagnosed with severe asthma, type 1 diabetes, epilepsy or anaphylaxis or is at risk of an emergency reaction or requires health care procedures. Individual Health care plans can be found at <https://education.nsw.gov.au/student-wellbeing/health-and-physical-care/health-care-procedures/individual-planning> and available from the admin office and preschool.
- In addition, the following documentation will be developed and collated as an attachment to the health care plan:  
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 *ASCIA Action Plan for Anaphylaxis (Red) 2021*.
- The preschool teachers develop a risk minimization plan for all children with a medical condition. The **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.
- The preschool teachers develop a Parent Communication Plan for all children with a medical condition. The **communication plan** documents:
  - 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.
  - Forms to give medication for a prolonged period need to be reviewed and updated if there is a change to the medication dosage or frequency. This information will also be recorded on the Parent Communication Plan.
- The family must be given a copy of this procedure and the *Student Health in NSW Public Schools: A summary and consolidation of policy*
- The child cannot commence preschool until the family supplies their emergency medication.
- It is advisable that staff are told if a child is on medication even if it is not given at the preschool.

## Asthma

- When an emergency response is required this will be recorded on an Incident, Accident Trauma and Illness form (recorded within the 24 hours after the response).
- All forms are to be kept in the school until the child reaches the age of 25 years.
- 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:
  - 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 breath
  - 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

- 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

- 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 known to suffer epilepsy suffers a seizure, follow the instructions on the [Epilepsy Australia seizure first aid poster](#)



- 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 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.
- 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 \(ORANGE\) 2021 EpiPen](#). Parent / carer authorisation is not required for this.

## Anaphylaxis

- To help reduce the risk of exposure to a high-risk allergen, our preschool avoids using peanuts, peanut butter or other peanut and or nut products in the program. An information poster is also displayed in the information box in the outdoor front entrance and indoor parent foyer identifying the risk allergens.
- All preschool staff undertake the mandatory Anaphylaxis training through the P-6 school. The P-6 school organizes both the online training and the face-to-face training.
- Departmental Preschools follow the *NSW Department of Education and Communities Allergy and Anaphylaxis Management within the Curriculum P-12 Procedures*. This document provides current information specifically to help staff and parents in children's services. These guidelines focus on how to manage children who are at risk of anaphylaxis and on the day-to-day running of the service to reduce the likelihood of exposure to relevant allergens.
- All school staff must follow the Department's *Student Health in NSW Public Schools Policy* for administering medication to children. P-6 school staff must assist with administering prescribed medication during school hours, if parents or other carers cannot reasonably do so.
- Before administering medication to a child, a staff member will have completed the department's *Administration of Medication in Schools e-Safety e-Learning course*.

## Administration of medication

- 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 (in the locked kitchen), 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. All medication records (Individual Health Care Plan, Action Plan, Parent Communication Plan, Risk minimisation plan and Medication Record) are stored in a folder in the Medication cupboard (middle staffroom).
- The expiry dates of children's individual medication kept in the preschool will be monitored regularly and families asked to replace them before they expire. The child's preschool teacher checks and monitors the expiry of the medication. If expiry is within the preschool year a notice is placed next to the child's action plan as a reminder. EpiPen expiry is also monitored by the admin office.
- Emergency medications (EpiPen Jnr., Ventolin) are inaccessible to children, but not locked away so they are readily available if needed.
- 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 immediately. The preschool staff will call the ambulance, and then notify the admin office which will inform the principal and the family.
- 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.
- For any unforeseen anaphylaxis or Asthma emergency a general use Epi Pen and Ventolin is stored in each first aid bag (stored in each classroom), in the preschool office (assembly point for lockdown/out) and in the red box (Epi Pen only) stored in the middle room above the first aid box.
- If emergency medication is administered:
  - and an ambulance will be called, if needed then
  - the admin office will also be called and
  - the principal will be notified and
  - a notification will be made to Early Learning (phone 1300 083 698) within 24 hours.
  - the child's parent or carer will always be notified

**Emergency medication**





Canley Vale Public School  
Principal: Margaret Creagh

## 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 <a href="#">99</a> Regulation <a href="#">158</a>	<a href="#">Leading and operating department preschool guidelines</a> <a href="#">Preschool- Obtaining parent's authorisation and consent</a>
<b>Pre-reading and reference documents</b>		
<b>Staff roles and responsibilities</b>		
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"> <li>the preschool is compliant with legislative standards related to this procedure at all times</li> <li>all staff involved in the preschool are familiar with and implement this procedure</li> <li>all procedures are current and reviewed as part of a continuous cycle of self- assessment.</li> </ul>	
Preschool supervisor	<p>The preschool supervisor supports the principal in their role and is responsible for leading the review of this procedure through a process of self-assessment and critical reflection. This could include:</p> <ul style="list-style-type: none"> <li>analysing complaints, incidents or issues and what the implications are for the updates to this procedure</li> <li>reflecting on how this procedure is informed by relevant recognised authorities</li> <li>planning and discussing ways to engage with families and communities, including how changes are communicated</li> <li>developing strategies to induct all staff when procedures are updated to ensure practice is embedded.</li> </ul>	
Preschool educators	<p>The preschool educators are responsible for working with leadership to ensure:</p> <ul style="list-style-type: none"> <li>all staff in the preschool and daily practices comply with this procedure</li> </ul>	

	<ul style="list-style-type: none"> <li>• storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers</li> <li>• being actively involved in the review of this procedure, as required, or at least annually</li> <li>• ensuring the details of this procedure's review are documented.</li> </ul>
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<b>Procedure</b>	
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<p>Arrival at preschool</p>	<ul style="list-style-type: none"> <li>• Children remain in the care and under the supervision of a parent or carer until the preschool opens. Parents who arrive early stay with their child at COLO (K-6 school area) or the front entrance of the preschool until the preschool starting time unless prior arrangements have been made.</li> <li>• On entering the preschool premises, each parent or carer must sign the prefilled (child's name, time of arrival/departure, date, week, term, names of educators and comments) arrivals and departures register, that is located at the entry of the class in the parent foyer.</li> <li>• Since the COVID pandemic extra safety precautions have been introduced to minimize the spread of the infectious disease COVID-19.</li> <li>• At 8:50am families are greeted at the front door by an educator.</li> <li>• On arrival, an educator will sign the child in on the register noting who brought the child to preschool.</li> <li>• The child will part from the family/carer at the door and only the child will enter the preschool.</li> <li>• The child will be greeted by the other educator and assisted to place their bag in their locker and asked to sanitise or wash their hands before beginning the class routine.</li> <li>• This procedure continues for the departure of the child. One educator will greet the family/carer at the door, sign the child out noting who came to pick them up.</li> <li>• The educator will call the child's name where the other educator will guide the child to the front door (to the first educator).</li> <li>• The family/carer will be waiting at the outdoor front entrance for the child.</li> </ul> <p>On return to face to face attendance (18th October 2021) level 3 plus restrictions will apply.</p> <p><b>Drop Off/Arrival</b></p> <ul style="list-style-type: none"> <li>• Approximately 9am the parents/carers will be met by a preschool educator at the Canley Vale road entrance gate.</li> <li>• The educator will sight the person dropping off the child and sign in the child.</li> <li>• The child will be taken to the flag post (next to the gate entrance) where they will be seated with the other preschool children and educators.</li> <li>• When the majority of children have arrived the educators will lead the children to the preschool premises.</li> <li>• The children will begin the preschool day.</li> <li>• Children are not to be left in the preschool grounds without adult supervision.</li> </ul>
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- If by any chance it is identified that a child has been left unaccompanied by a parent/authorized person before opening time (8:50am) the child will be brought into the preschool where they will be supervised by the educators.
- The child's educator will contact (by phone) the parent as soon as possible and explain the arrival/departure procedure.
- A copy of the procedure will also be provided to the parent.
- If this continues, the principal will be informed and a meeting may possibly be organized between the parent and the principal to discuss the situation and concerns.
- If a child is suffering separation anxiety, the teacher will collaborate with their parent or carer to develop a goodbye routine to support them.
- Depending on the needs of each individual child suffering from separation anxiety, adjustments are made to support them when separating from their family.
- The types of adjustments include:
  - verbalising that we understand how the child is feeling
  - verbalising/visual timetable of the day
  - giving the child time until they are ready to join the group
- During the first half hour (up to approximately 9:20am) the educator performs a head count and checks that the total number of children in attendance and that it correlates with the number of children signed in.
- The total number of children in attendance is recorded on the arrivals register.
- The educator in the room with the children completes the head count and informs the other educator who signed the arrivals register of the total number of children, who then signs the bottom of the daily attendance register.
- 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. The space where the educator signed the child in is highlighted bringing the parent to the attention of the forgotten signature.
- The head count of children is monitored throughout the day to ensure it accurately reflects the number of children in attendance and that all children are accounted for.
- This is done at specific transition points during the day that include:
  - the transition from indoor play to outdoor play or visa versa
  - as children leave early throughout the day
  - as the educator feels to confirm the number of children
  - moving from the preschool to the school environment (for Library, assemblies or visits within the school)
  - emergency drills
- Families are informed of the arrival/departure procedure at the preschool playdates, Preschool Parent handbook, at the child's first day of preschool and families are reminded throughout the year when necessary.

	<ul style="list-style-type: none"> <li>• This procedure is also available on the CVPS website, Preschool tab.</li> </ul>
<p><b>Collection from preschool</b></p>	<ul style="list-style-type: none"> <li>• Children are only able to leave the preschool premises in the care of a parent or carer (unless otherwise directed by a court order), or a person authorised by the parent or carer to collect their child – an <i>authorised nominee</i> or <i>authorised collector</i>.</li> <li>• Families record their child's authorised collectors in the preschool enrolment form. The families are also provided with an Authorisation Permission form to also complete when they begin preschool. On this Authorisation Permission note parent list all the authorised persons to collect their child.</li> <li>• The summary of authorised collectors is stored in a location in the preschool which is easily accessible to staff. This information is kept in a class folder that consists of the confidential information of each child. This is located in the locked preschool office. A notice is available in the casual teacher's handbook informing new staff where to find this information.</li> <li>• Documentation regarding each child's authorised collectors is kept current.</li> <li>• If a parent or carer wants to make a change to the people they authorise to collect their child, the preschool enrolment form is updated.</li> <li>• If the parent verbally informs any staff member of a new/unauthorised person to collect the child at the end of the day the parent is asked for the person's full name.</li> <li>• The parent is asked if that persons' details can be included and written on the authority to collect documentation.</li> <li>• The full name and phone number is documented on the Authority to Collect form.</li> <li>• 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.</li> </ul> <p><b>Pick Up/Departure</b></p> <ul style="list-style-type: none"> <li>• At approximately 2:15pm the preschool educators will take all of the preschool children to the flagpole at the gate of the Canley Vale road entry and be seated.</li> <li>• An educator will be waiting at the gate to sight the arriving parents/carers. This educator will sign out the child.</li> <li>• The other educators waiting with the children will release each child at a time to the educator signing the child out.</li> <li>• The child will be released to the parent/carer.</li> <li>• All educators remain until all children have safely left with their parent/carer.</li> </ul> <p><b>NOTE: Items must be taken to the arrival and pick up point by the educators</b></p> <ul style="list-style-type: none"> <li>• Sign in/sign out attendance register</li> <li>• Mobile phone</li> <li>• Confidential child information folder (pick up)</li> <li>• Medicine containers (pick up)</li> <li>• First Aid bags (pick up)</li> <li>• After the preschool closes, the premises are checked to ensure no child remains. The educator (usually the class SLSO) who</li> </ul>

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.

- 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. The space where the educator signed the child out is highlighted bringing the parent to the attention of the forgotten signature.
- 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 late to collect their child, they must phone in advance to inform the preschool educators.
- If a parent or authorized person is late to pick up the child, the child will remain at preschool with the two educators.
- When the P-6 school 3:00pm bell rings, the educator will contact the parent. If the parent is within the school grounds the child will remain at the preschool with the educators until the parent/authorized person arrives.
- If the parent has not entered the P-6 school, the child will be taken to the P-6 school office where they will wait with the school executive on duty for the late parent arrivals.
- The parents will be told that their child will be waiting at the P-6 school office and to pick them up from this area.
- If a parent or carer is late and has not contacted the preschool, they will be contacted to enquire who is collecting their child.
- Once the 3:00pm bell rings, and if the parents or carers are uncontactable after several attempts of calling, the child's emergency contacts are phoned.
- If an unauthorised person comes to collect a child the educator will ask that person their name. The parent will be called by the educator or unauthorised person for the verbal confirmation of the departure of the child.
- A parent or carer may give verbal advice in person, via email or over the phone, that a new person is authorised to collect their child. In this situation, a record must be made by the educator who receives the instruction, of the details. If this person is to become a regular collector, this will be updated on the Preschool Authorisation Permission form and the parent must then update their child's enrolment form at the school admin office to reflect this.
- The ***Arrival and Departure register*** needs to be stored on site for three (3) years and kept until the child reaches 25 years of age.





Canley Vale Public School  
Principal: Margaret Creagh

## 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 <a href="#">97</a> Regulation <a href="#">98</a>	<a href="#">Leading and operating department preschool guidelines</a> <a href="#">Emergency Management Procedures</a>
<b>Pre-reading and reference documents</b>		
<a href="#">Emergency and incident management resources</a> <a href="#">Relevant emergency authorities</a> <a href="#">Incident response plan (crash card)</a> <a href="#">Sample communications plan</a> <a href="#">Emergency Response Exercise Debrief and Report Template</a> <a href="#">Emergency evacuation procedure rehearsals</a>		
<b>Staff roles and responsibilities</b>		
<b>School principal</b>	<p>The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool.</p> <p>The principal is responsible for ensuring:</p> <ul style="list-style-type: none"> <li>the preschool is compliant with legislative standards related to this procedure at all times</li> <li>all staff involved in the preschool are familiar with and implement this procedure</li> <li>all procedures are current and reviewed as part of a continuous cycle of self-assessment.</li> </ul> <p>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 children.</p>	
<b>Preschool supervisor</b>	<p>The preschool supervisor supports the principal in their role and is responsible for leading the review of this procedure through a process of self-assessment and critical reflection. This could include:</p> <ul style="list-style-type: none"> <li>analysing complaints, incidents or issues and what the implications are for the updates to this procedure</li> <li>reflecting on how this procedure is informed by relevant recognised authorities</li> <li>planning and discussing ways to engage with families and communities, including how changes are communicated</li> <li>developing strategies to induct all staff when procedures are updated to ensure practice is embedded.</li> </ul>	

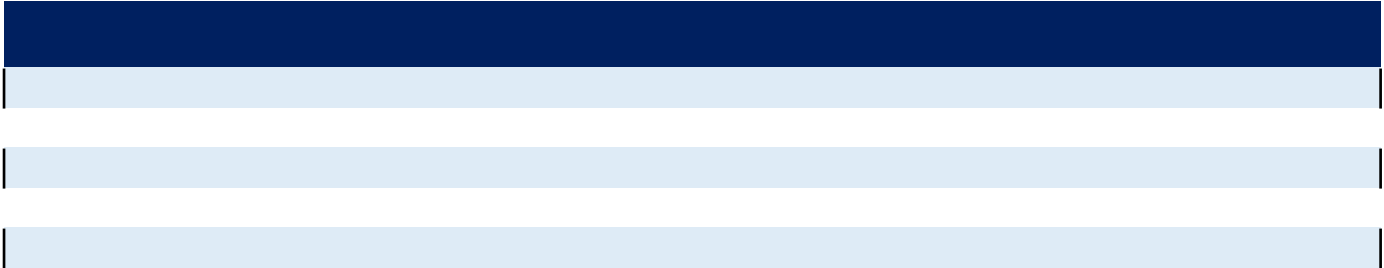
<p><b>Preschool educators</b> This includes all staff; casuals, lunch cover, volunteers and anyone else who works in the preschool</p>	<p>The preschool educators are responsible for working with leadership to ensure:</p> <ul style="list-style-type: none"> <li>• all staff in the preschool and daily practices comply with this procedure</li> <li>• storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers</li> <li>• being actively involved in the review of this procedure, as required, or at least annually</li> <li>• ensuring the details of this procedure's review are documented.</li> </ul>
<p><b>Procedure</b></p>	
<p><b>Planning and displayed information</b></p>	<p>This procedure is informed by the whole school <i>Emergency Management Plan</i>, which details emergency authorities consulted in its development. When the preschool team reviews each of the local procedures team members are shown and reminded of the P-6 school <i>Emergency Management Plan</i>. This plan is stored on the CVPS Team Drive- WH&amp;S folder, Preschool Risk Minimisation Folder (CVPS Team Drive) and a hard copy is also available in the Risk minimisation Plan folder stored in the Preschool Office.</p> <ul style="list-style-type: none"> <li>• Instructions for emergency procedures and evacuation maps are clearly displayed at each preschool exit. <b>Refer to this evacuation diagram checklist to develop and supplement your emergency and evacuation diagrams - <a href="http://education.nsw.gov.au/early-childhood-education/operating-an-early-childhood-education-service/emergency-management/resource-3">education.nsw.gov.au/early-childhood-education/operating-an-early-childhood-education-service/emergency-management/resource-3</a></b></li> <li>• Emergency contact phone numbers are displayed with the preschool landline phone. The phone numbers that are included are: <ul style="list-style-type: none"> <li>- Canley Vale Public School and Preschool address and phone numbers</li> <li>-Cabramatta Fire service phone number</li> <li>-Cabramatta Police address and phone number</li> <li>-Fairfield Hospital address and phone number</li> <li>-Poison Information Centre phone number</li> </ul> </li> <li>• Information related to evacuation to the emergency assembly point/s is included in the risk management plan for visiting the school.</li> <li>• A risk management plan is prepared annually related to potential emergencies related to the preschool. Initially the Preschool supervisor updates the risk minimisation plan. The preschool team will then review the updates before finalising the risk minimisation plan.</li> <li>• Risk minimisation plans that include emergency evacuation procedures are also found in the CVPS Preschool Risk minimisation plan and Supporting children with additional needs.</li> <li>• 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</li> </ul>

	<p>or wellbeing of the children or if emergency services attended the preschool.</p>
<p><b>Evacuation and emergency procedures rehearsals</b></p>	<ul style="list-style-type: none"> <li>● Rehearsals for all emergency procedures and evacuations take place at least every 12 weeks (which is double the number required in the school).</li> <li>● These take place at various times and days of the week and utilise different exit routes.</li> <li>● All staff, visitors, volunteers, children and the responsible person in charge (principal) present at the time of a rehearsal, take part in the rehearsal.</li> <li>● Following a rehearsal an evaluation of it 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. The teachers of the preschool predominantly document the evaluation of the emergency evacuation with the feedback of all of the staff. If needed, refer to this webpage below  <a href="http://education.nsw.gov.au/early-childhood-education/operating-an-early-childhood-education-service/emergency-management">education.nsw.gov.au/early-childhood-education/operating-an-early-childhood-education-service/emergency-management</a></li> <li>● After the four groups of children have completed all of their emergency drills (evacuation, lockdown/out) the documented evaluations are emailed to the principal by the preschool supervisor to be entered into the DoEs In Case of Emergency (ICE) system.</li> </ul>
<p><b>During an evacuation</b></p>	<ul style="list-style-type: none"> <li>● The preschool follows the evacuation procedure noted in the whole school <i>Emergency Management Plan</i>.</li> <li>● On hearing the signal to <i>evacuate</i>, the preschool educators instruct the children to gather together where a head count is made on leaving the preschool premises and repeated periodically while away from the preschool site. The children are instructed to follow the teacher to the assembly point (on the white painted line at the beginning of the astroturf of the soccer field).</li> <li>● On evacuating, the following items are taken with the group: <ul style="list-style-type: none"> <li>○ arrivals and departures register</li> <li>○ first aid kit</li> <li>○ individual emergency medication and medical plans</li> <li>○ children's emergency contacts</li> <li>○ mobile phone</li> </ul> </li> <li>● During an <b>evacuation</b>, Preschool Yellow and Preschool Red exit the preschool building from their front door or their back door, exiting from the front/backyard gate (depending on where the emergency is) and proceed to the P-6 school emergency meeting point (on the white painted line at the beginning of the astroturf of the soccer field).</li> <li>● The teacher leads the children whilst the SLSO of the class (after checking the premises of any remaining children) will follow at the back of the group ensuring all of the children are following to the assembly point.</li> <li>● During an <i>evacuation</i>, Preschool Green and Preschool Blue exit the preschool building from their front/back door, exiting from the</li> </ul>

	<p>backyard gate or the front door of the preschool (depending on where the emergency is) and proceeding to the P-6 school emergency meeting point (on the white painted line at the beginning of the astroturf of the soccer field).</p> <ul style="list-style-type: none"> <li>● The teacher leads the children whilst the SLSO of the class (after checking the premises of any remaining children) will follow at the back of the group ensuring all of the children are following to the assembly point.</li> <li>● The preschool educators hold the hands of the children that require extra support or could abscond.</li> <li>● In case of any evacuation procedure at least one (1) first aid bag, mobile phone (placed on silent during a lockdown) and necessary medications will be brought by the SLSOs.</li> <li>● Each first aid bag includes current and updated class lists of all four (4) preschool classes and family emergency details (names, addresses, contact numbers) and also contain a general use EpiPen Jnr and general use Ventolin with a general Anaphylaxis ASCIA plan and general use Asthma plan and a poster of the Children with Medical needs.</li> <li>● The group follows the evacuation route to the designated assembly point. The group waits here until instructed to do otherwise by the principal or the preschool teachers.</li> </ul>
<p><b>During an emergency lock-out</b></p>	<ul style="list-style-type: none"> <li>● On hearing the signal to <b>lockout</b>, educators take the necessary steps to: <ul style="list-style-type: none"> <li>-follow the <i>lockout</i> procedure quickly and quietly</li> <li>-the SLSO of each room is responsible for locking all gates around the perimeter of the preschool.</li> <li>-The SLSO of Preschool Green and Blue will be in charge of locking the front and courtyard gates of the preschool.</li> <li>- The SLSO of Preschool Yellow and Red will be in charge of locking the back gate of the outdoor play area.</li> </ul> </li> <li>● A commonsense approach must be taken to consider the safety of the SLSOs when performing this duty. <ul style="list-style-type: none"> <li>-If it is unsafe to perform these duties, the SLSO will continue as with the lockdown procedure proceeding into the preschool office, turning off all lights, closing the blinds (of the office) and closing the door (remembering to take the keys off the storeroom and office doors) behind them until safe to exit.</li> <li>-The SLSOs will also remember to lock the preschool doors before entering the preschool office.</li> </ul> </li> <li>● In case of a lockout procedure at least one (1) first aid bag, mobile phone (placed on silent during a lockout) and necessary medications will be brought by the SLSOs.</li> <li>● Each first aid bag includes current and updated class lists of all four (4) preschool classes and family emergency details (names, addresses, contact numbers), also containing a general use EpiPen Jnr and general use Ventolin with a general Anaphylaxis ASCIA plan and general use Asthma plan and a poster of the Children with Medical needs.</li> <li>● A first aid kit is also available in the cupboard of the lockout assembly area (Preschool office) that contains a general use EpiPen Jnr and general use Ventolin with a general Anaphylaxis ASCIA plan</li> </ul>

	<p>and general use Asthma plan and a poster of the Children with Medical needs.</p> <p>-the teachers collect the sign-in register and gather the group of children, complete a quick headcount of the children and proceed into the preschool office, turning off all lights and closing the door behind them.</p> <p>- The roll will be marked (by the teacher) only by looking at the children and not verbally so as not to draw any attention.</p> <ul style="list-style-type: none"> <li>● Consideration must be taken when there are extra people on the premises. In that case, children and adults will quietly wait in the parent foyer/locker room until it is safe to exit.</li> <li>● Each key is labelled with the name of each gate. The courtyard and front of the preschool gate key is located on a hook at the Preschool Green and Blue storeroom.</li> <li>● The Preschool Yellow and Red key is kept alongside their first aid bag.</li> <li>● A sign is on top of each key indicating its position.</li> <li>● In the case that the preschool staff and children are on a school visit or incursion off the school premises the staff and children will remain in the room where they are and follow the lockdown/lockout procedure.</li> <li>● In the case that the preschool staff and children are on a school visit or incursion off the school premises the staff and children will proceed to the nearest classroom/room and follow the lockdown/lockout procedure.</li> </ul>
<p><b>During an emergency lockdown</b></p>	<ul style="list-style-type: none"> <li>● On hearing the signal to <b>lockdown</b>, educators take the necessary steps to <ul style="list-style-type: none"> <li>-follow the <i>lockdown</i> procedure quickly and quietly</li> </ul> </li> </ul> <p>- the teachers collect the sign-in register and gather the group of children, complete a quick headcount of the children and proceed into the preschool office</p> <p>- the SLSOs will do a final check of the premises to ensure that no child is remaining</p> <p>-they will proceed into the preschool office, turning off all lights, closing the blinds (of the office) and closing the door (remembering to take the keys off the storeroom and office doors) behind them until safe to exit.</p> <p>-the SLSOs will also remember to lock the preschool doors before entering the preschool office.</p> <ul style="list-style-type: none"> <li>● In case of a lockdown procedure at least one (1) first aid bag, mobile phone (placed on silent during a lockdown) and necessary medications will be brought by the SLSOs.</li> <li>● Each first aid bag includes current and updated class lists of all four (4) preschool classes and family emergency details (names, addresses, contact numbers) also containing a general use EpiPen Jnr and general use Ventolin with a general Anaphylaxis ASCIA plan and general use Asthma plan and a poster of the Children with Medical needs.</li> <li>● A first aid kit is also available in the cupboard of the lockout assembly area (Preschool office) that contains a general use EpiPen Jnr and general use Ventolin with a general Anaphylaxis ASCIA plan and general use Asthma plan and poster of the Children with Medical Needs.</li> </ul>

	<p>- The roll will be marked (by the teacher) only by looking at the children and not verbally so as not to draw any attention.</p> <ul style="list-style-type: none"><li>● Consideration must be taken when there are extra people on the premises. In that case, children and adults will quietly wait in the locker room until it is safe to exit.</li><li>● In the case that the preschool staff and children are on a school visit or incursion off the school premises the staff and children will remain in the room where they are and follow the lockdown/lockout procedure.</li><li>● In the case that the preschool staff and children are on a school visit or incursion off the school premises the staff and children will proceed to the nearest classroom/room and follow the lockdown/lockout procedure.</li></ul>
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Canley Vale Public School  
Principal: Margaret Creagh

## 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 6.2 7.1	Regulation <a href="#">160</a> Regulation <a href="#">161</a> Regulation <a href="#">162</a> National Law <a href="#">S. 175</a>	<a href="#">Leading and operating department preschool guidelines</a> <a href="#">Department Preschool enrolment procedures: Implementation document for Enrolment of Students in NSW Government schools policy</a>
<b>Pre-reading and reference documents</b>		
<a href="#">ACECQA National Quality Standard Information Sheet: Enrolment and Orientation Application to enrol in a NSW Government preschool</a>		
<b>Staff roles and responsibilities</b>		
<p><b>School principal</b></p> <p>These tasks may be delegated to other members of the preschool team, but responsibility sits with the principal.</p>	<p>The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool.</p> <p>The principal is responsible for ensuring:</p> <ul style="list-style-type: none"> <li>the preschool is compliant with legislative standards related to this procedure at all times</li> <li>all staff involved in the preschool are familiar with and implement this procedure</li> <li>all procedures are current and reviewed as part of a continuous cycle of self-assessment.</li> </ul>	
<p><b>Preschool supervisor</b></p>	<p>The preschool supervisor supports the principal in their role and is responsible for leading the review of this procedure through a process of self-assessment and critical reflection. This could include:</p> <ul style="list-style-type: none"> <li>analysing complaints, incidents or issues and what the implications are for the updates to this procedure</li> <li>reflecting on how this procedure is informed by relevant recognised authorities</li> <li>planning and discussing ways to engage with families and communities, including how changes are communicated</li> <li>developing strategies to induct all staff when procedures are updated to ensure practice is embedded.</li> </ul>	

<p><b>Preschool educators</b> 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"> <li>● all staff in the preschool and daily practices comply with this procedure</li> <li>● storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers</li> <li>● being actively involved in the review of this procedure, as required, or at least annually</li> <li>● ensuring the details of this procedure's review are documented.</li> </ul>
<p><b>Procedure</b></p>	
<p><b>Enrolment</b></p>	<ul style="list-style-type: none"> <li>● 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.</li> <li>● At Canley Vale Public School Preschool, under exceptional circumstances, a child is able to attend preschool for a second year.</li> <li>● Before a second year is considered the child's age is taken into account and the reason/s for repeating. These reasons may accompany a medical diagnosis or that the child would benefit from a second year.</li> <li>● If a child is young in age and shows signs of difficulty in settling into the preschool routine, conversations between the family and the educator occur early in the year (usually within the first term). Families could be encouraged to withdraw their preschool enrolment for that year and return the following year. This only occurs when the parents agree to this advice.</li> <li>● When these circumstances for a child to attend a second year presents itself, discussions between the family, educator, Deputy Principal (P-2), principal and or external services (may include LaSt, school counsellor, speech, OT) occur. The final decision sits with the principal.</li> <li>● Advertising for the applications for enrolment begin at the end June. This is advertised on the electronic noticeboard at the front of CVPS, fliers are placed in the letter- boxes of the local surrounding streets and through the CVPS social media platforms.</li> <li>● This is where families are encouraged to pick up an Application to Enrol in a NSW Government Preschool form directly from the P-6 school administration office or to download the application form on the DoE website.</li> <li>● Along with the enrolment form, an English or a translated note requesting additional supporting documents are also available.</li> <li>● This enrolment form is available for families that live within the local area.</li> <li>● For families that live out of the area, they are also given an Out-of-Area Canley Vale Public School Preschool Application form.</li> <li>● The families are encouraged to return their preschool enrolment application forms by end July.</li> <li>● When the applications are due to be returned, Community Language Officers have a kiosk in the administration office where they answer questions and assist the families with the enrolment</li> </ul>



application form in their home language. This is available for two hours on the designated day.

- After the designated return date, the administration staff receive further enrolment application forms where they check off a checklist ensuring all necessary documentation is provided.
- The parent or care of a child may indicate on their enrolment form that their child has a medical condition, disability or support needs, or are in out of home care. The admin office staff request that the family provides further information. These may include pediatrician reports, diagnosis, speech assessments, court orders and more.
- If the family has identified that their child has a medical condition the admin office staff provide the family with an additional pack that includes the appropriate coloured medical Action Plan and Individual Health Care plan. The parents are asked to go to their medical practitioner to have the action plan completed and they return both completed documents as soon as they can.
- Updated immunization records are provided by the parents as additional supporting documents with the application of enrolment.
- The administration officer in charge of the preschool places a slip on each child's file indicating when the immunization record needs to be updated. This information is also available on each child's file through ERN.
- The administration officer in charge of the preschool regularly checks the individual preschool child's soft and hard files for the expiry of the immunization record.
- When the preschool child turns four (4) years of age a formal letter is sent to the families requesting the updated immunization record.
- Out-of-Area applications for enrolment and enrolments that exceed availability (in area applications also fill a Canley Vale Public School Application for Preschool form) are placed on a waiting list and are considered only when there is availability.
- After receiving the enrolment forms, the admin officer in charge of preschool, the principal, AP preschool and/or the LaS AP assess each enrolment form and positions are offered to families, based on the criteria and priorities outlined in the *Department Preschool enrolment procedures: Implementation document for Enrolment of Students in NSW Government schools policy*.
- The principal will offer enrolment, with priority given to Aboriginal or Torres Strait Islander children and those that are disadvantaged (low socio-economic circumstances or children that are unable to access other early childhood services due to disadvantage or financial hardship).
- Enrolment will then be offered to:
  1. Children living within the school enrolment catchment area
  2. Children living outside the school catchment area and who have siblings enrolled in the school
  3. Children living outside the school catchment area
- By the end of August to early September an official letter of success

is sent to the families. This also advises the family of the up and coming Preschool Orientation date.

- Families that were unsuccessful in receiving a position in the preschool also receive a letter informing them that they were unsuccessful; however, their child has been placed on the waitlist.
- Once the classes are filled and a vacancy is made available, the position is filled by the next child on the waiting list.
- Preschool is offered on a five day a fortnight basis to best meet the requirements of *Universal Access* - 600 hours of quality education and care in the year before commencing school.
- There are permanent Monday and Tuesday groups (Preschool Green and Preschool Yellow) and permanent Thursday and Friday groups (Preschool Blue and Preschool Red) and Wednesday is alternated between the groups.
- The Monday and Tuesday group attend on the Wednesday each odd week and the Thursday and Friday groups attend each even week.
- Gender, age and language groups (evenly spread) are considered when the group allocation is formed.
- These groups are formed by the administration staff and are reviewed by the principal and preschool teachers.
- The group allocation is flexible and open to change by parent request or reasonable circumstances. This information is communicated to the administration staff and principal.
- A couple of positions are left vacant for children that are enrolled in kindergarten who may not be coping, and who may enrol later in preschool. These positions remain unfilled for a number of weeks and if they are not needed by kindergarten children that are filled with the next child on the waiting list.
- Children do not have to reside within the school's catchment zone to attend the preschool. However, the families are informed by the admin staff that attending CVPS preschool does not necessarily mean they will have a position in the school's kindergarten the following year.
- Due to COVID 19 adjustments have been made to the Application for Enrolment procedure
- Families are encouraged to download and/or complete the Application to Enrol in a DoE Preschool form through the CVPS webpage or the DoE webpage and email or send a copy of all necessary documents to CVPS.
- The Administration staff will contact the family of the application form to discuss if any further information is required.
- If the family is having difficulty accessing or filling out the Application for enrolment form, the school admin will post the application form to the family. If needed a CLO will contact the family and talk them through filling out the application form.

**Transition and orientation**

- An orientation program occurs during Term 4 each year for children who will be attending our preschool the following year.

- The orientation program runs over a course of 5 days. At this time (on a designated time and day), families are invited to visit the preschool for approximately an hour and a half with their child.
- This gives the preschool staff an opportunity to observe the children and talk with families about their child (likes/dislikes, strengths, interests, learning, cultural and health needs) and the family's needs, expectations and non-authorisations (court orders).
- Families are asked to complete the Canley Vale Public School-Preschool Information sheet that provides additional information about their child to enable the preschool educators to better understand and plan for their needs, including specific family needs (AVO, court orders...), religious, cultural and / or dietary requirements, strengths, interests, toileting needs, rest requirements, language spoken at home, medical needs, special/additional concerns, additional early childhood services, household family members and emergency contacts.
- The families are also provided with a parent survey to complete and return at the Parent Information Session morning.
- After the orientation program has concluded, a Parent Information Session occurs. At the information session, families are given more information about:
  - the preschool program
  - what they need to do to prepare their child for preschool
  - what to bring to preschool on a daily basis
  - services available through the preschool that include speech therapist and the school counsellor
- The community language officers also attend the information session to translate to the families in their home language (languages include Khmer, Teo Chew, Mandarin, Vietnamese, Arabic and English).
- During this time, families also receive their child's information pack that includes the Canley Vale Public School Preschool Parent Handbook. The preschool family information handbook provides families with general information about the preschool and summarises key preschool procedures. The educators' names, child's class, starting date and time, yearly attendance calendar, incursion info. and the one off incursion fee, NSW foundation font sheet, an information sheet on the Early Years Learning Framework and a Transition to Preschool pamphlet issued from the Department of Education are also included in this pack.
- The Parent Information Handbook along with the child's information pack is reviewed and updated annually by the Preschool AP and preschool teachers.
- On the first day of preschool, small groups of children (5-10 children) will arrive at staggered times. Families are encouraged to spend some time with their child before leaving for the day.
- This is designed to allow the educators to give each child and family the individual attention necessary and answer any questions of concern the families may have.

- Within the first week of beginning, preschool families are given a permission form requesting critical information. This critical information includes people authorised to pick up the child, non/sunscreen permission, permission to photograph, permission to attend incursions and medical documents.
- In some situations the LaS AP or outside agencies organise a meeting with the preschool teacher and the child's family before they commence preschool to discuss the child's needs and plan any required adjustments. This will include the parent or care 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.
- 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. This is determined after the child and family have begun. Any adjustments will be made in consultation with the family, preschool teacher, principal, LaS AP and/or other professionals that they family work with.
- Due to COVID 19, adjustments to our Orientation program have been made.
- The Admin office posts the Preschool Information pack that includes the Canley Vale Public School-Preschool Information sheet, parent survey the request of an interpreter and their child's start date.
- Parents are requested to return the Canley Vale Public School-Preschool Information sheet and parent survey before the requested date.
- The families are informed that their child's preschool teacher will make contact with them on a specified date to discuss what is on the information sheet and for the families to get to know the teacher. This is also a time for the families to ask questions.
- If the families indicated that they needed an interpreter that was provided for the phone interview.



Canley Vale Public School  
Principal: Margaret Creagh

## Preschool excursions and incursion procedure

Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
2.2	Regulation <a href="#">99</a> Regulation <a href="#">100</a> Regulation <a href="#">101</a> Regulation <a href="#">102</a> Regulation <a href="#">168</a>	<a href="#">Excursions Policy</a> <a href="#">Preschool Obtaining parent's authorisation and consent</a>
<b>Pre-reading and reference documents</b>		
<a href="#">ACECQA – Excursion risk assessment template</a> <a href="#">Department's Risk management process and proforma</a> <a href="#">Kids and Traffic - website and contact</a>		
<b>Related procedure</b>		
Transportation of children		
<b>Staff roles and responsibilities</b>		
<b>School principal</b>	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"> <li>the preschool is compliant with legislative standards related to this procedure at all times</li> <li>all staff involved in the preschool are familiar with and implement this procedure</li> <li>all procedures are current and reviewed as part of a continuous cycle of self-assessment.</li> </ul>	
<b>Preschool supervisor</b>	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"> <li>analysing complaints, incidents or issues and what the implications are for the updates to this procedure</li> <li>reflecting on how this procedure is informed by relevant recognised authorities</li> <li>planning and discussing ways to engage with families and communities, including how changes are communicated</li> </ul>	

	<ul style="list-style-type: none"> <li>developing strategies to induct all staff when procedures are updated to ensure practice is embedded.</li> </ul>
<p><b>Preschool educators</b> 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"> <li>all staff in the preschool and daily practices comply with this procedure</li> <li>storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers</li> <li>being actively involved in the review of this procedure, as required, or at least annually</li> <li>ensuring the details of this procedure's review are documented.</li> </ul>
<p><b>Procedure</b></p>	
<p><b>Risk assessment</b></p>	<ul style="list-style-type: none"> <li>Preschool excursions are conducted in line with the department's <i>Excursion Policy Implementation Procedures</i>. <a href="#">Application for approval for excursion</a> checklist will be referred to.</li> <li>The Canley Vale Public School Excursion Planning kit as a guide when planning an excursion.</li> <li>A risk assessment is developed prior to the excursion taking place. The ACECQA template will be used to develop the risk assessment for excursions.</li> <li>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.</li> <li>If an excursion involves the transportation of children, the risk assessment must also consider: <ul style="list-style-type: none"> <li>the means of transport</li> <li>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.)</li> <li>the process for entering and exiting the preschool premises</li> <li>the process for entering and exiting the destination</li> <li>procedures for embarking and disembarking the means of transport, including how each child is to be accounted for.</li> </ul> </li> <li>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.</li> <li>After the risk assessment has been completed and the hazards identified and considered, educator to child ratios are determined.</li> <li>There is no specific adult to child ratio for excursions. Once a risk assessment has been made, the educators in consultation with the principal will decide the required number of adults to ensure the children's safety and adequate supervision.</li> <li>Adults beyond the 1 to 10 ratio, do not need to hold an approved qualification (example: if it's determined four adults are required the teacher, SLSO and two parent volunteers will suffice). <i>Leading and operating department preschool guides, v.1, November 2019</i></li> <li>As for the rest of the school, children need parental permission to take part in an excursion.</li> </ul>

	<ul style="list-style-type: none"> <li>● When preparing information about the excursion for parents, it is useful to include the names of staff members and the total number of adults accompanying the children on the excursion.</li> <li>● Accompanying the group on the excursion will be at least one educator who holds the ACECQA approved first aid, anaphylaxis and asthma qualifications.</li> <li>● Visits to the preschool from outside providers (such as the Fire Fighters, Police, Dental Nurse) are not regarded as incursions, however, families are informed of any organised visits.</li> <li>● Families are notified of these organised visits through the list of incursions that will occur throughout the year (provided in the Parent Orientation pack), through Seesaw notification and verbal announcements.</li> </ul>
<p><b>Organisation and planning</b></p>	<ul style="list-style-type: none"> <li>● 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"> <li>○ The teacher of the class will carry the group list.</li> <li>○ The group list will be marked at the beginning of the day prior to leaving for the excursion and at the end of the day of the excursion.</li> <li>○ The educators of the class will perform head counts throughout the day and especially during transition times that include getting on/off the transportation, entry/exit of venue, toilet breaks, eating times and as needed.</li> <li>○ These items will be taken on the excursion: <ul style="list-style-type: none"> <li>- A mobile phone (to make contact in an emergency)</li> <li>- First aid bag (that holds a general use EpiPen, general use asthma reliever medication, general action plans for their use, poster indicating the Children with Medical Needs)</li> <li>- Emergency contact phone numbers</li> <li>- individual emergency medications and action plans</li> <li>- spare clothing</li> <li>- spare drinking water</li> </ul> </li> <li>○ The organising educator will pre – visit the venue or location</li> <li>○ If walking, the organising educator will be familiar with the route to lead the children and other adults.</li> <li>○ The teacher will be incharge of safely, leading and guiding the group across roads.</li> <li>○ Crossing the road will only be performed at traffic lights or pedestrian crossings. The teacher will check the safety of the crossing, will be the first to cross the road, remain in the middle of the road until all children and other adults have safely crossed before they proceed to finish crossing.</li> <li>○ The teacher of the class will ensure all accompanying staff and parent volunteers are familiar with relevant preschool procedures (e.g. excursions, medical conditions, administration of first aid).</li> </ul> </li> </ul>

	<p><b>Incursions</b></p> <ul style="list-style-type: none"> <li>o Many incursions are planned for the year for the children to experience. These incursions are planned and booked the year before they are implemented.</li> <li>o All incursions occur within the preschool or K-6 school grounds.</li> <li>o During the <i>Parent Information Session</i>, families are informed of the incursions that are booked for their child to experience and the learning benefits of incursions.</li> <li>o Information about incursions is also available in the Preschool Handbook and Preschool Parent Orientation pack.</li> <li>o Families are given a list of the incursions that will occur throughout the year and a breakdown of the individual cost to each family.</li> <li>o As with the K-6 school, families are asked to sign an incursion statement giving permission for their child to participate in all the planned incursions occurring throughout the year (this permission is requested at the beginning of the year and stored in the preschool office).</li> <li>o Families are asked to pay a one off activity fee for the cost of the incursions.</li> <li>o The K-6 school budget may also fund an amount toward the incursions.</li> <li>o If families are experiencing hardship when paying for this activity fee, they are encouraged to speak with the school principal.</li> <li>o The Canley Vale Public School Incursion Planning kit can be used as a guide when planning an incursion.</li> <li>o Individual Risk Assessments are requested to be provided by the organisation and are kept updated for the incursions.</li> <li>o A copy is placed in the CVPS Google Team Drive.</li> <li>o A mobile phone (to make contact in an emergency), first aid bag and individual medications will also be taken on the incursion held on the K-6 school grounds.</li> <li>o <b>Due to COVID-19 social restrictions, incursions have been ceased until further notice or at times are made available through web links</b></li> </ul>
<p><b>Parent / carer authorisation</b></p>	<ul style="list-style-type: none"> <li>● 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"> <li>o the child's name</li> <li>o the reason the child is to be taken outside the premises</li> <li>o the date the child is to be taken on the excursion</li> <li>o a description of the proposed destination and method of transport to be used for the excursion</li> <li>o the proposed activities to be undertaken by the child during the excursion</li> </ul> </li> </ul>



	<ul style="list-style-type: none"> <li>o the period the child will be away from the premises</li> <li>o the anticipated number of children likely to be attending the excursion</li> <li>o the anticipated ratio of educators attending the excursion to the anticipated number of children attending the excursion</li> <li>o the anticipated number of staff members and any other adults who will accompany and supervise the children on the excursion</li> <li>o that a risk assessment has been prepared and is available at the service</li> <li>o if the excursion involves transporting children, the means of transport that will be utilised</li> <li>o 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.</li> </ul>
<p><b>Regular outings</b></p>	<ul style="list-style-type: none"> <li>● 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.</li> <li>● Families are notified of upcoming regular outings through a Family Announcement on Seesaw, a note given to the families and verbally prior to the regular outing occurring.</li> </ul>
<p><b>Visits to the school</b></p>	<ul style="list-style-type: none"> <li>● 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.</li> <li>● Areas of the school that the children visit are the school library, school hall for the Infants Assembly, whole school assembly (in Walli), kindergarten classrooms, administration block (includes main office, sick bay, Principal and Deputy Principal offices), school playground and playground equipment, school toilets, GAs room, out of bounds areas, emergency assembly points.</li> </ul>



Canley Vale Public School  
Principal: Margaret Creagh

## 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 <a href="#">177</a> Regulation <a href="#">181</a> Regulation <a href="#">183</a>	<a href="#">Leading and Operating Department Preschool Guidelines</a> <a href="#">Leading and Managing the School</a> <a href="#">Information Security Policy</a> <a href="#">Code of Conduct Policy</a>
<b>Pre-reading and reference documents</b>		
<a href="#">ACECQA Information Sheet: The role of the educational leader</a> <a href="#">ACECQA Information Sheet: Educational leadership and team building</a> <a href="#">National Quality Framework Information sheet: Nominated Supervisors</a> <a href="#">ACECQA - record keeping</a>		
<b>Staff roles and responsibilities</b>		
<b>School principal</b>  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"> <li>the preschool is compliant with legislative standards related to this procedure at all times</li> <li>all staff involved in the preschool are familiar with and implement this procedure</li> <li>all procedures are current and reviewed as part of a continuous cycle of self-assessment.</li> </ul>	
<b>Preschool supervisor</b>	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"> <li>analysing complaints, incidents or issues and what the implications are for the updates to this procedure</li> <li>reflecting on how this procedure is informed by relevant recognised authorities</li> <li>planning and discussing ways to engage with families and communities, including how changes are communicated</li> </ul>	

	<ul style="list-style-type: none"> <li>developing strategies to induct all staff when procedures are updated to ensure practice is embedded.</li> </ul>
<b>Preschool educators</b> 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"> <li>all staff in the preschool and daily practices comply with this procedure</li> <li>storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers</li> <li>being actively involved in the review of this procedure, as required, or at least annually</li> <li>ensuring the details of this procedure's review are documented.</li> </ul>
<b>Procedure</b>	
<b>Governance</b>	<ul style="list-style-type: none"> <li><i>Departmental Preschools are governed by various governing bodies that include:</i></li> <li>The Approved Provider of all department preschools is the NSW the Department of Education (DoE)</li> <li>Australian Children's Education and Care Quality (ACECQA)</li> <li>NSW Education Standards Authority (NESA)</li> <li>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"> <li>Nominated Supervisor</li> <li>Educational Leader</li> <li>Responsible Person</li> </ul> </li> <li>This information is noted on the <i>Approved Provider</i> notice, along with the principal's name and photo.</li> <li>This is clearly displayed in the preschool foyer located in the entrance of the preschool.</li> <li>If the principal is off the school site, the school senior executives (Deputy Principal P-2 or Deputy Principal 3-6) or Assistant Principal Preschool who is relieving for the principal assumes the three roles mentioned above.</li> <li>While the principal maintains responsibility for the preschool, some of the tasks of the educational leader may be performed by a preschool supervisor.</li> <li>These tasks include: <ul style="list-style-type: none"> <li>-Maintain communication between the principal and the preschool</li> <li>-Communication between the preschool and the school community</li> <li>-Communication between the preschool and P-2 officers and/or Early Learning</li> <li>-Evaluation of programs</li> <li>-Leading team meetings and team critical reflection</li> </ul> </li> </ul>
<b>Confidentiality and retention of records</b>	<ul style="list-style-type: none"> <li>Any record which contains personal information about a child is considered confidential and kept secure. Information collected is kept in the preschool in the locked preschool office.</li> <li>The preschool teacher has access to each child's individual record, as well as their parent or carer on request.</li> <li>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>.</li> </ul>

- Records are stored securely and confidentially on the preschool or school site for **three years after the child last attended preschool**. These records include:
  - 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.)
- Records such as participation in the educational program, assessments of learning, information about any cultural or religious practices that need to be observed and acceptance or refusal of authorisations not collected in the enrolment form (application of sunscreen, consent to attend an excursion, etc.) all remain on the preschool premises for the **three years after the child last attended preschool**.
- General risk minimization plans remain on the preschool premises for three years and on the CVPS Google Team drive.
- Records such as enrollment and attendance information, daily arrival and departure register, records of the administration of first aid or medication and health care plans are sent to the office for storage for the **three years after the child last attended preschool**.
- Completed **Incident, injury, trauma and illness records are stored securely until the child is 25 years old**.
- The department requires **education programs be retained by the school for seven years**.
- Other records need to be kept that relate to the operation of the preschool. These include:
  - The Program*: programs for children, records about the program including the philosophy, structure of the day and a weekly record. Refer to *The Program* section of the Handbook.
  - Quality Improvement Plan
  - Preschool policies and procedures
  - Current National Education and Care Service Regulations
  - Visitor attendance*: an up-to-date record of any visitors or volunteers to the preschool, including name, signature and arrival and departure times
  - Mandatory regulatory information (including operational details, Assessment and Rating details name of nominated supervisor, educational leader and responsible person)
  - Staff register*: This includes educators' time on and off the floor with the children. This register is for all permanent preschool educators, casual staff, relieving staff or staff on duty.
  - visitors register*

	<p>-<i>Staff timetable</i>: an up-to-date timetable that lets families know of staff changes on any one day.</p> <ul style="list-style-type: none"><li>● Records in relation to preschool staff are kept by the school and include:<ul style="list-style-type: none"><li>-The daily sign-on register</li><li>-Up to date Child protection training</li><li>-Up to date First aid training</li><li>-Up to date Anaphylaxis training</li><li>-Up to date Asthma training</li><li>-Staff qualifications</li><li>-Staff working with children checks (letter and proof of verification by the department).</li></ul></li><li>● As for the rest of the school the preschool is guided by policies that promote the health, safety and wellbeing of children (Regulation 168, Education and Care Services National Regulations, 2018).</li><li>● Copies of these policies are kept with the principal, at the preschool and are available on the parent shelf (located in the main entry of preschool) or upon request.</li></ul>
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Canley Vale Public School  
Principal: Margaret Creagh

## 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 <a href="#">85</a> Regulation <a href="#">86</a> Regulation <a href="#">87</a>	<a href="#">Leading and Operating Department Preschool Guidelines</a> <a href="#">Student health in NSW schools: A summary and consolidation of policy</a>
<b>Pre-reading and reference documents</b>		
<a href="#">Staying Healthy (5<sup>th</sup> Ed.): Preventing infectious diseases in early childhood education and care services</a> <a href="#">Incident Notification and Response Policy</a>		
<b>Related procedure</b>		
Administration of first aid		
<b>Staff roles and responsibilities</b>		
<b>School principal</b>	<p>The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool.</p> <p>The principal is responsible for ensuring:</p> <ul style="list-style-type: none"> <li>the preschool is compliant with legislative standards related to this procedure at all times</li> <li>all staff involved in the preschool are familiar with and implement this procedure</li> <li>all procedures are current and reviewed as part of a continuous cycle of self-assessment.</li> </ul>	
<b>Preschool supervisor</b>	<p>The preschool supervisor supports the principal in their role and is responsible for leading the review of this procedure through a process of self-assessment and critical reflection. This could include:</p> <ul style="list-style-type: none"> <li>analysing complaints, incidents or issues and what the implications are for the updates to this procedure</li> <li>reflecting on how this procedure is informed by relevant recognised authorities</li> <li>planning and discussing ways to engage with families and communities, including how changes are communicated</li> <li>developing strategies to induct all staff when procedures are updated to ensure practice is embedded.</li> </ul>	

<p><b>Preschool educators</b> 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"> <li>● all staff in the preschool and daily practices comply with this procedure</li> <li>● storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers</li> <li>● being actively involved in the review of this procedure, as required, or at least annually</li> <li>● ensuring the details of this procedure's review are documented.</li> </ul>
<p><b>Procedure</b></p>	
<p><b>Documentation</b></p>	<ul style="list-style-type: none"> <li>● 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>.</li> <li>● Blank and completed Accident, Illness, Trauma and Injury record forms are located in the Accident, Illness, Trauma and Injury folder located in the Preschool Office.</li> <li>● 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.</li> <li>● In some circumstances, the preschool will contact the parent or carer immediately to notify them of an incident, injury, trauma or illness.</li> <li>● The preschool educator or the school administration office in the case of a serious incident or accident, illness or medical emergency will contact the parent or carer.</li> <li>● A commonsense approach should be taken when deciding whether the accident or illness needs to be reported.</li> <li>● An accident, incident or illness report should be prepared for anything that: <ul style="list-style-type: none"> <li>-occurs on the premises that is not minor</li> <li>-an injury to the head</li> <li>-when first aid action is provided (this includes Asthma and Anaphylaxis)</li> <li>-when a child becomes ill and the parent is called to pick up their child</li> </ul> </li> <li>● When a band-aid is applied to a child for a minor scratch, scrape or mosquito bite that is not identified as being serious to document onto the incident, injury, trauma and illness record, will be documented on the minor band-aid register.</li> <li>● This register is at the beginning of the incident, injury, trauma and illness folder (located in the preschool office).</li> </ul>
<p><b>Serious incidents requiring notifications</b></p>	<ul style="list-style-type: none"> <li>● Early Learning (phone 1300 083 698) will be notified within 24 hours of any serious incident, or a preschool closure due to an incident.</li> <li>● Serious incidents requiring notification include: <ul style="list-style-type: none"> <li>○ 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,</li> </ul> </li> </ul>

	<p>attendance of ambulance or for which the child attended a hospital</p> <ul style="list-style-type: none"> <li>o an incident involving the serious illness for which the child attended hospital</li> <li>o a circumstance where a child appears to be missing or cannot be accounted for</li> <li>o 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</li> <li>o a circumstance where a child is mistakenly locked in or locked out of the preschool premises</li> <li>o the death of a child</li> <li>o an emergency for which emergency services attended</li> <li>o 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</li> <li>o 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</li> <li>o 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).</li> </ul> <ul style="list-style-type: none"> <li>● 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"> <li>o Was more than basic first aid needed to manage the injury, trauma or illness?</li> <li>o Should medical attention have been sought for the child?</li> <li>o Should the child have attended a hospital?</li> </ul> </li> </ul>
<b>Injury</b>	<ul style="list-style-type: none"> <li>● If a child or adult is injured at preschool, they will be administered the appropriate first aid. The witnessing staff member will administer the appropriate first aid.</li> <li>● The school admin officers will be called for first aid advice (if needed), to advise of a serious incident, that emergency services were contacted, to contact parents and/or the principal (if needed).</li> <li>● An ambulance will be called immediately, if required.</li> </ul>
<b>Trauma</b>	<ul style="list-style-type: none"> <li>● A child may suffer trauma if they witness or experience something distressing or frightening.</li> <li>● Children may react by becoming withdrawn, preoccupied, anxious or exhibit physical symptoms such as a headache or sore tummy.</li> <li>● 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.</li> </ul>
<b>Illness</b>	<ul style="list-style-type: none"> <li>● 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.</li> </ul>



- If a child becomes ill at preschool the educators will follow the procedure to:
  - ensure the child is made to feel as comfortable as possible
  - ensure a bin, tissues and /or a vomit bag are close to the child, if needed
  - when indoors, the child is to be seated on the seat in the parent foyer, facing their classroom. The child is to be seated here for easy supervision at all times.
  - if in the outdoor learning environment, the child is to be seated on the silver seats (in front of Preschool Blue/Green) or the seats next to Preschool Yellow/Red door to the outdoors
  - parents or emergency contact are called to collect the sick child as soon as possible
  - P-6 Administration Office will be contacted informing them of the parent/carer arrival to the preschool
  - The Incident, Injury, Trauma and Illness record is completed within 24 hours. The information must include:
    - (i) the name and age of the child; and
    - (ii) the relevant circumstances surrounding the child becoming
    - (iii) and any apparent symptoms; and
    - (iv) the time and date of the apparent onset of the illness;
- 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 there is an occurrence of an infectious disease at our service, reasonable steps are taken to prevent the spread of the infectious disease at the service.
- If there is an occurrence of an infectious disease we must ensure that a parent or an authorised emergency contact of each child being educated and cared for by the service is notified of the occurrence as soon as practicable.
- If required, an ambulance will be called. The educators of the preschool or on the advice of the school admin officer the decision will be made to call the ambulance.
- 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 and/or bed, locker, seat). The child's linen will be bagged and stored in the class storeroom until the parent returns to pick up the child's belongings.



Canley Vale Public School  
Principal: Margaret Creagh

## 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 <a href="#">155</a> Regulation <a href="#">156</a> Law Section <a href="#">166</a>	<a href="#">Leading and Operating Department Preschool Guidelines</a> <a href="#">Interactions with children - preschool</a> <a href="#">Values in NSW public schools - policy</a> <a href="#">Student Welfare - policy</a> <a href="#">Student Discipline in Government Schools Policy</a> <a href="#">Bullying of Students- Prevention and Response Policy</a> <a href="#">Anti - Racism Policy</a> <a href="#">Aboriginal Education Policy</a>
<b>Pre-reading and reference documents</b>		
<a href="#">ACECQA Information sheet: Relationships with children</a> <a href="#">ACECQA Information sheet: Supporting children to regulate their own behaviour</a> <a href="#">ACECQA Information sheet: Inappropriate discipline</a>		
<b>Staff roles and responsibilities</b>		
<b>School principal</b>  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"> <li>● the preschool is compliant with legislative standards related to this procedure at all times</li> <li>● all staff involved in the preschool are familiar with and implement this procedure</li> <li>● all procedures are current and reviewed as part of a continuous cycle of self-assessment.</li> </ul>	

<p><b>Preschool supervisor</b></p>	<p>The preschool supervisor supports the principal in their role and is responsible for leading the review of this procedure through a process of self-assessment and critical reflection. This could include:</p> <ul style="list-style-type: none"> <li>● analysing complaints, incidents or issues and what the implications are for the updates to this procedure</li> <li>● reflecting on how this procedure is informed by relevant recognised authorities</li> <li>● planning and discussing ways to engage with families and communities, including how changes are communicated</li> <li>● developing strategies to induct all staff when procedures are updated to ensure practice is embedded.</li> </ul>
<p><b>Preschool educators</b> 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"> <li>● all staff in the preschool and daily practices comply with this procedure</li> <li>● storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers</li> <li>● being actively involved in the review of this procedure, as required, or at least annually</li> <li>● ensuring the details of this procedure's review are documented.</li> </ul>

**Procedure**

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.

- At Canley Vale Public School Preschool, we believe relationships with children are responsive and respectful that promote children's sense of security and wellbeing. Relationships of this kind free children to explore the environment and engage in play and learning.
- Each child is supported to work, learn from and help others through collaborative learning opportunities.
- All educators, visitors and volunteers will:
  - Maintain the dignity and rights of each child when interacting with them.
  - Provide a positive preschool environment along with positive discipline includes all the elements of the Early Years Learning Framework for Australia as being central. These elements include the Learning Outcomes, Principles and Practices. *Belonging, Being and Becoming; The Early Years Learning Framework for Australia p 10.*
- Our early childhood service works closely with the K-6 school, families, educators and children in:
  - Decision making (learning and teaching program, goals, plans and actions)
  - Celebrating successes
  - Clear expectations
  - Valuing and involving relationships, social responsibility and problem solving;
  - Self regulation (reflecting on the 'why' of the behaviour, 'what' is causing the behaviour and responding rather than blaming the child)
  - Discouraging gender and cultural stereotyping
  - Establishing networks with other professionals
  - Recognising the child's welfare and relationships with all stakeholders
  - Also using the guidelines of the Canley Vale Public School's Wellbeing and Discipline policy

- 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:
  - focussing on the strengths that children bring to the preschool
  - building on abilities over time
  - promoting home language and ways of being / doing
  - developing curriculum that is child - centred and child – led

### **Student Welfare**

- New South Wales public education system aims to provide a safe, caring, quality education where every child can learn and grow with confidence and meet individual needs personally, socially and their learning.
- This is achieved by the guidance of the United Nations Convention on the Rights of the Child to Play, Education and Care Services National Law and Education and Care Services National Regulations, Procedures and Departmental Policies and the deliverance of the Early Years Learning Framework for Australia; Belonging, Being and Becoming.
- Links with families, school community, local community and support services working together help to support and provide a positive wellbeing for each child.
 

During the COVID-19 pandemic links with families continued in the way of regular phone calls, text messages, regular emails, Seesaw App, sending learning and wellbeing packs via the mail. These links between the educators and the families supported the wellbeing of the children and their family.
- All students are supported when individual needs are identified. Families and services work collaboratively to provide the best support, care and education for the individual child.

## **Anti-racism**

- The NSW Department of Education rejects all forms of racism and racial discrimination in our organisation, structure, culture, curriculum, learning and working environment. This includes:
  - Direct and indirect racism
  - Racial abuse
  - Harassment
- Students, staff, family members or community members should not experience any form of racism and it is our responsibility to remove any expression of racism within our environment. Encouraging Australia's cultural, linguistic and religious diversity is paramount in helping to eliminate racist and discriminatory behaviours.

## **Aboriginal and Torres Strait Islander education**

- The Department of Education is committed to improving educational outcomes and the wellbeing of Aboriginal and Torres Strait Islander students. Our aim for Aboriginal and Torres Strait Islander families and children's experiences in our preschool is to have a fair, equitable, cultural inclusive, high quality education aiming to achieve their full potential.
- Educators will aim to increase the knowledge and understanding of the culture, histories and experiences of Indigenous Australians.

This will be done through:

- Aboriginal and Torres Strait Islander communities as partners in Aboriginal and Torres Strait Islander education and training
- Goal (Professional Development Plans)
- Professional development
- Planning and programming
- Discussions
- Incursions
- Displays

## **Multicultural education**

- Community harmony is promoted through policies, procedures and practices to develop an understanding of cultural, linguistic and religious diversity. We engage inclusive teaching practices that recognise and value the backgrounds and cultures of all families and children.
- A large percentage of our families and children are of non-English speaking backgrounds and we support the development of their English language through:
  - The support of the Community Language Officers (CLOs)
  - Parent workshops
  - Bilingual/multicultural literacy
  - Specific planning and programming
  - Available translators
  - Positive community relations

The preschool program will:

- Provide regular opportunities for children to engage in meaningful play experiences that promote positive interactions and build relationships.

This includes:

- 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 and religious 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



Canley Vale Public School  
Principal: Margaret Creagh

## 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 <a href="#">78</a> Regulation <a href="#">79</a> Regulation <a href="#">80</a>	<a href="#">Leading and Operating Department Preschool Guidelines</a> <a href="#">Nutrition in Schools Policy</a> <a href="#">Allergy and Anaphylaxis Management Within the P-12 Curriculum</a>
<b>Pre-reading and reference documents</b>		
<a href="#">ASCIA Guidelines for the prevention of anaphylaxis in schools</a> <a href="#">NSW Food Authority: Children's Services Voluntary Food Safety Template</a> <a href="#">Munch and Move Healthy Eating Resources</a> <a href="#">Australian Dietary Guidelines</a> <a href="#">Eat for Health Website</a>		
<b>Related procedure</b>		
Dealing with medical conditions in children		
<b>Staff roles and responsibilities</b>		
<b>School principal</b>  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"> <li>the preschool is compliant with legislative standards related to this procedure at all times</li> <li>all staff involved in the preschool are familiar with and implement this procedure</li> <li>all procedures are current and reviewed as part of a continuous cycle of self- assessment.</li> </ul>	
<b>Preschool supervisor</b>	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"> <li>analysing complaints, incidents or issues and what the implications are for the updates to this procedure</li> </ul>	

	<ul style="list-style-type: none"> <li>● reflecting on how this procedure is informed by relevant recognised authorities</li> <li>● planning and discussing ways to engage with families and communities, including how changes are communicated</li> <li>● developing strategies to induct all staff when procedures are updated to ensure practice is embedded.</li> </ul>
<b>Preschool educators</b> 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"> <li>● all staff in the preschool and daily practices comply with this procedure</li> <li>● storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers</li> <li>● being actively involved in the review of this procedure, as required, or at least annually</li> <li>● ensuring the details of this procedure's review are documented.</li> </ul>
<b>Procedure</b>	
<b>Supporting breastfeeding</b>	<ul style="list-style-type: none"> <li>● The preschool is a breastfeeding - friendly place.</li> <li>● If or when a mother needs to breastfeed her child the educators will provide a comfortable and quiet space to feed their baby. The mother will be taken into the classroom quiet area (Book corner or the IWB area) and seated on the lounge. If the mother prefers a more private area the educator will take the mother to the staffroom.</li> </ul>
<b>Access to safe drinking water</b>	<ul style="list-style-type: none"> <li>● 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 being able to access their own bottle themselves, throughout the day.</li> <li>● Ensuring the availability of water at all times. Water bottles are kept on the table next to the child's classroom door of the outdoor area during outdoor play, on the food trolley during indoor play and the water bottles are refilled from the kitchen when needed.</li> <li>● If the family forgets to bring a bottle of water then water is provided for that child in a disposable cup with their name. This is refilled throughout the day.</li> <li>● Educators regularly remind children to drink water</li> <li>● 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 that are used to promote the drinking of water include: <ul style="list-style-type: none"> <li>-returning any sweet drinks home</li> <li>-conversations with families and children</li> <li>-post-it-note reminders</li> <li>-posters and signage</li> <li>-intentional teaching in the program</li> <li>-books</li> <li>-incursions</li> <li>-Munch and Move fact sheets</li> <li>-newsletter snippets</li> </ul> </li> </ul>



## Nutritious food

- The preschool does not provide food for children. Families supply their child with lunch and snacks for morning tea. Families are encouraged to provide nutritious foods for their children at preschool. Children need a nutritious, balanced daily diet for their continued physical and intellectual development.
- Our preschool program promotes good nutrition and helps parents and children to develop good food habits.
- This is done by providing information to families:
  - at the Parent Information session
  - in the Parent Handbook
  - the school newsletter
  - nutrition workshops (run by Community Liaison Officers)
  - informal conversations/correspondence with families and children
  - through posters, displays and leaflets
- This encourages parents to send food to preschool that is nutritionally balanced and educates children to make healthy food choices.
- As part of our educational program, educators plan intentional teaching projects, spontaneous and planned discussions with children about the relationship between nutrition, good food habits and physical fitness and good health by using information from recognised health authorities and programs, such as Munch and Move program, Healthy Kids website (<http://www.healthykids.nsw.gov.au>) and the NSW food authority ([www.foodauthority.nsw.gov.au](http://www.foodauthority.nsw.gov.au)).
- Parents are informed that the preschool is *nut aware* and foods that contain nuts are discouraged.
- If a child enrolls who is allergic to another food, such as sesame seeds or eggs, these foods are discouraged, also.
- Educators also consider special dietary requirements of children with health risks and from diverse cultural and religious backgrounds.
- Educators are aware of children with allergies or anaphylaxis and have strategies in place. These strategies include:
  - information/pictures of foods to avoid bringing to preschool for families in the Parent Handbook
  - posters and leaflets indicating foods to avoid bringing to preschool
  - information provided in the school newsletter
  - moving the child with the allergen or anaphylaxis away from possible exposure to foods of risk
- Specific Risk Minimisation plans to avoid exposure to known allergens. Advice on reducing food allergens in preschools can be found in the Anaphylaxis Guidelines in the appendix.
- Information of special dietary needs (including allergens) are collected during the preschool orientation session prior to the child beginning preschool or during informal conversations throughout the year. This information is recorded on the Parent Information sheet and displayed in prominent areas and information is available in the Casual folder.

	<ul style="list-style-type: none"> <li>• The educational program and daily routines explicitly teach and promote healthy food choices. The strategies used to teach this include: <ul style="list-style-type: none"> <li>-using the terms <i>everyday</i> foods and <i>sometimes</i> foods</li> <li>-educator and child led discussions around healthy food choices</li> <li>-projects that incorporate healthy food and beverage choices</li> </ul> </li> <li>• Educators role model healthy food and drink choices and sit to eat with children, engaging them in discussions about healthy food choices.</li> </ul>
<p><b>Storing and reheating food</b></p>	<ul style="list-style-type: none"> <li>• Any perishable items brought to preschool by the children are stored safely until they are consumed.</li> <li>• Parents are encouraged to keep lunches cool by placing them in an insulated lunchbox or cooler bag with a freezer brick. Lunchboxes are stored on the food trolley and kept in a cool area when not used. The educators (in the morning) will check all the children's lunchboxes to ensure there are ice bricks if needed (foods including cheese, Yakult, fresh milk, yogurt, cold meats, sushi with meat/seafood, cooked grains). Lunchboxes without an ice brick, will be provided with a loan ice brick (if needed). A reminder note and/or informal conversation with the parents/families of that child and information posters will remind the parents to place an ice brick in the lunch box. On request, food or drink needing refrigeration is kept in the refrigerator until needed. This avoids the risk of food spoiling.</li> <li>• For further information refer to <a href="#">NSW Food Authority: Children's Services Voluntary Food Safety Template.</a></li> </ul>
<p><b>Consuming food at preschool</b></p>	<ul style="list-style-type: none"> <li>• A list of children and their reactive foods is updated regularly (updates made through the parent communication plan) and displayed for all staff to see. This is especially important when children with anaphylaxis are attending preschool.</li> <li>• Consideration is given to where children with food allergies and at risk of anaphylaxis are seated when eating with the group.</li> <li>• The children's food is monitored by the educators to ensure none contains a trigger food for another child. If a child with a medical condition toward food is ready for any mealtime the educator will scan the children around that child to identify any foods that may be a trigger. The child with the medical condition will then be seated away from any triggering foods.</li> <li>• The children are asked not to share food with other children.</li> <li>• 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.</li> <li>• As with the P- 6 school, birthday cakes are not encouraged. When parents ask educators to bring a birthday cake to preschool, parents are encouraged to bring a fruit platter or lolly bags for the children to take home at the end of the day.</li> <li>• Family picnics are planned throughout the year. During this time, families are encouraged to bring food from home to share with</li> </ul>

	<p>each other. These foods include cooked home food and store bought food and drinks. Families of children with allergens and/or special dietary needs are informed of the upcoming event and together (educator and family) strategies are discussed and planned for their child during these occasions.</p> <ul style="list-style-type: none"> <li>● Other strategies include: <ul style="list-style-type: none"> <li>-During party times if the child with the medical condition to food does not have their parent attending, the child remains with their preschool educator during the eating time.</li> <li>-if serving from a communal bowl or tray, tongs are used</li> <li>- food is kept covered</li> <li>- any shared cutlery used are disposable or washed after use</li> </ul> </li> <li>● Food handling spaces are kept clean and hygienic.</li> <li>● On a daily basis all the kitchen surfaces are wiped down with a sponge and warm soapy water. All sponges are rinsed and hung to air dry.</li> <li>● At the end of the week the food storage containers (in the kitchen) are wiped over and under. All dishes and cups are dried and placed in the cupboards. The dish rack is wiped over and stood upright to drain and air dry.</li> <li>● Regularly the microwave and fridge are checked, cleaned and wiped over.</li> <li>● Food preparation implements are not used for any other purpose.</li> <li>● Food is not used as an incentive or reward throughout the day.</li> </ul>
<p><b>Cooking with children</b></p>	<ul style="list-style-type: none"> <li>● Before cooking activities, all children and adults wash and dry their hands thoroughly.</li> <li>● 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 ingredient for which a currently enrolled child has a known allergy, intolerance or is at risk of anaphylaxis for, is not used.</li> <li>● 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.</li> <li>● Food preparation and handling is a part of the daily routines for educators and the educational program, including cooking activities for children. The area where food is prepared or stored is kept clean. Good hygiene and safety practices are reinforced throughout all cooking activities.</li> <li>● When preparing and handling food educators: <ul style="list-style-type: none"> <li>-wash and dry hands before and after eating with soap and water</li> <li>-explicitly teach what good hand washing looks like and we make time to do this prior to food breaks.</li> <li>-posters within the bathroom also visually teach this</li> </ul> </li> </ul>

- do not handle food when ill
- cover and seal any cuts or sores
- wash fruit and vegetables thoroughly
- replace washing-up sponges on a regular basis

- Cooking experiences are also part of the preschool program. Careful consideration and planning is taken when planning these types of experiences. Considerations such as:
  - food allergens or anaphylaxis
  - cultural or religious requirements
  - teaching intentions and sustained shared conversations
  - adequate time
  - adequate supervision
  - hygiene practices
- All children are given the choice to participate in these experiences and are also given the choice to eat the food made.



Canley Vale Public School  
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## Preschool payment of fees procedure

Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
7.1		<a href="#">Leading and Operating Department Preschool Guidelines</a> <a href="#">Preschool Class Fees in Government Schools</a> <a href="#">FISH - Finance in schools handbook: Section 13: Preschools</a> <a href="#">Voluntary School Contributions Policy</a> <a href="#">Preschool fees schedule</a>
<b>Pre-reading and reference documents</b>		
<b>Staff roles and responsibilities</b>		
<p><b>School principal</b></p> <p>These tasks may be delegated to other members of the preschool team, but responsibility sits with the principal.</p>	<p>The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool.</p> <p>The principal is responsible for ensuring:</p> <ul style="list-style-type: none"> <li>the preschool is compliant with legislative standards related to this procedure at all times</li> <li>all staff involved in the preschool are familiar with and implement this procedure</li> <li>all procedures are current and reviewed as part of a continuous cycle of self-assessment.</li> </ul>	
<p><b>Preschool supervisor</b></p>	<p>The preschool supervisor supports the principal in their role and is responsible for leading the review of this procedure through a process of self-assessment and critical reflection. This could include:</p> <ul style="list-style-type: none"> <li>analysing complaints, incidents or issues and what the implications are for the updates to this procedure</li> <li>reflecting on how this procedure is informed by relevant recognised authorities</li> <li>planning and discussing ways to engage with families and communities, including how changes are communicated</li> <li>developing strategies to induct all staff when procedures are updated to ensure practice is embedded.</li> </ul>	

<p><b>Preschool educators</b> 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"> <li>• all staff in the preschool and daily practices comply with this procedure</li> <li>• storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers</li> <li>• being actively involved in the review of this procedure, as required, or at least annually</li> <li>• ensuring the details of this procedure's review are documented.</li> </ul>
<p><b>Procedure</b></p>	
<p><b>General</b></p>	<ul style="list-style-type: none"> <li>• Parents or carers are required to pay full fees for their child's attendance at preschool, unless they are eligible for a reduced rate, fee relief or an exemption.</li> <li>• The <a href="#">preschool fee schedule</a> is based on the <a href="#">Preschool Class Fees in Government Schools policy</a>.</li> <li>• Fees are set with reference to the relative Index of Community Socio-Educational Advantage (ICSEA) value of the school. Note - the school's current ICSEA value can be sourced from the <a href="#">My School Website</a>.</li> <li>• Information about fees is included in the Preschool Handbook and Preschool Information Pack: <ul style="list-style-type: none"> <li>○ the daily rate</li> <li>○ the reduced rate and eligibility criteria for this</li> <li>○ how and when invoices are issued</li> <li>○ how fees can be paid</li> <li>○ what a family is to do if they can't pay their child's fees.</li> </ul> </li> <li>• <b>During the period of the COVID-19 pandemic, preschool fees were placed on hold by the Australian Government. Therefore, preschool fees have not been charged.</b></li> </ul>
<p><b>Daily rates and invoices</b></p>	<ul style="list-style-type: none"> <li>• The standard daily fee of a family paying full fees is \$20.00 per day.</li> <li>• A family that holds a current Commonwealth health care card (for low income families), and/or Aboriginal and Torres Strait Islander children pay a standard daily fee of \$10.00. Refer to the <a href="#">preschool fee schedule</a>, if needed.</li> <li>• Fee reductions or exemptions can be granted at the principal's discretion. If a family is experiencing financial difficulties, they are encouraged by the P-6 administration office, preschool educators, Community Liaison Officers (CLOs) to choose to speak with the principal. The principal can exempt or reduce the family from paying fees for a negotiated time.</li> <li>• NOTE: Fees are legally enforceable; however, provisions for fee relief and fee exemptions are available, at the principal's discretion and as stated above.</li> <li>• Fees are collected from families each term and the fees begin from the child's first day of term one. Consideration is taken into account and fees may not be charged or are reduced (up to the principal's discretion). Special consideration can be made by the principal for either a short or long term leave. If a family chooses to take extended leave/holiday the principal can decide to relinquish the</li> </ul>

	<p>child's place in the preschool, whereby they will be placed on top of the waiting list. Fee exemption or reduced fees are not applied in the case of absence due to short term sickness.</p> <ul style="list-style-type: none"> <li>• During the Parent Information session families are informed of a one-off Incursion fee. This fee is to fund a number of incursions and extracurricular activities provided to the children for the year. The amount of the Incursion fee depends on the total cost of the incursions and activities and divided by the total number of families. The school may subsidise this amount and families are asked to pay the reduced incursion fee as soon as they can. The P-6 school administration office provides a payment envelope. Money is placed in the envelope and given to the P-6 school administration office.</li> <li>• Families are invoiced for the days their child is enrolled and that the preschool is open. The P-6 school administration office provides a payment invoice and envelope by the middle of each term. This invoice and envelope is placed in the individual child's communication pocket located in the foyer of each preschool class. Money is placed in the envelope and given to the P-6 school administration office.</li> </ul>
<p><b>Paying fees</b></p>	<ul style="list-style-type: none"> <li>• Families are able to pay their preschool fees at the school office. Families have payment options that they can request. This includes: <ul style="list-style-type: none"> <li>-paying as a lump sum</li> <li>-to pay weekly if preferred.</li> <li>-families have the option to pay the fees either by cash or by card</li> </ul> </li> <li>• In the case of non - payment of fees, the principal will follow up fees that have been outstanding for one month and develop a plan for fee recovery, as per the guidelines in section 13.2.4 in the <a href="#">Finance in Schools Handbook (FISH)</a>.</li> </ul>



Canley Vale Public School  
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## 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 <a href="#">84</a> Regulation <a href="#">103</a> Regulation <a href="#">105</a> Regulation <a href="#">109</a> Regulation <a href="#">115</a> National Law <a href="#">S. 165</a> National Law <a href="#">S. 166</a> National Law <a href="#">S.167</a>	<a href="#">Leading and Operating Department Preschool Guidelines</a> <a href="#">Child Protection Policy: Responding to and reporting students at risk of harm</a> <a href="#">Working with Children Check policy</a> <a href="#">Child Protection: Allegations against employees</a> <a href="#">Work health and safety (WHS) policy</a> <a href="#">Student safety tools and procedures</a> <a href="#">Working with children check: Declaration for volunteers</a>
<b>Pre-reading and reference documents</b>		
<a href="#">ACECQA Information sheet - Active supervision: Ensuring safety and promoting learning</a> <a href="#">Kidsafe: Child Accident Prevention Foundation of Australia</a> <a href="#">Kidsafe: Grow me safely</a>		
<b>Staff roles and responsibilities</b>		
<b>School principal</b>  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"> <li>the preschool is compliant with legislative standards related to this procedure at all times</li> <li>all staff involved in the preschool are familiar with and implement this procedure</li> <li>all procedures are current and reviewed as part of a continuous cycle of self-assessment.</li> </ul>	
<b>Preschool supervisor</b> If this position exists in your school	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"> <li>analysing complaints, incidents or issues and what the implications are for the updates to this procedure</li> </ul>	



	<ul style="list-style-type: none"> <li>● reflecting on how this procedure is informed by relevant recognised authorities</li> <li>● planning and discussing ways to engage with families and communities, including how changes are communicated</li> <li>● developing strategies to induct all staff when procedures are updated to ensure practice is embedded.</li> </ul>
<p><b>Preschool educators</b> 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"> <li>● all staff in the preschool and daily practices comply with this procedure</li> <li>● storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers</li> <li>● being actively involved in the review of this procedure, as required, or at least annually</li> <li>● ensuring the details of this procedure's review are documented.</li> </ul>
<b>Procedure</b>	
<p><b>Adequate supervision</b></p>	<ul style="list-style-type: none"> <li>● The preschool children are adequately supervised at all times.</li> <li>● 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).</li> <li>● During the indoor program time there is always a minimum of one teacher and one SLSO with a maximum class of twenty (20) children. This also applies to the outdoor program time where there is a minimum of four educators to the maximum of 40 children.</li> <li>● During the arrival and departure times both educators are positioned inside the classroom to greet the children and their family/carer as they arrive or depart. The 1:10 ratio is maintained at all times.</li> <li>● Adjustments to the arrival and departure procedures have been altered, according to the social distancing restrictions that have been made due to COVID-19 (refer to section (f) delivery of children to, and collection of children from, education and care service premises, including procedures complying with regulations 99 and 168(2)(f); Procedures: Arrival and Departure). Two educators are within each classroom to foyer vicinity and in sound and or/sight of the children.</li> <li>● This is also maintained during planned educator breaks (morning tea and lunchtime). Teachers and SLSOs from the K-6 school are rostered to relieve the preschool educators during their break time (refer to the current duty roster, located in the staffroom). Preschool educators or K-6 school staff do not leave their duty time until the educators return and ratios are maintained.</li> <li>● In the case of wet weather, only one preschool teacher is relieved at a time. In this case, the preschool teachers share the duty, in the way of a reduced break time and/or extra duty.</li> <li>● During the outdoor program time, the minimum ratio requirements of 1:10 are maintained. All educators are positioned in various areas around the yard to optimize the supervision and</li> </ul>

	<p>quality interactions of the children.</p> <ul style="list-style-type: none"> <li>● If at any time an educator needs to leave (for a short time) the indoor or outdoor area they communicate to all educators that they will go. These times include going to the toilet or stepping away to bring out/in a material, resource... Educators do not leave the premises of the preschool at any time if the minimum ratio requirements are reduced. Also refer to the <a href="#">preschool guidelines</a> for additional guidance.</li> </ul>
<p><b>Child protection</b></p>	<ul style="list-style-type: none"> <li>● 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.</li> <li>● All department staff complete the online <i>Mandatory Child Protection Training</i> annually.</li> <li>● All Department staff must complete the mandatory on-line child protection training to ensure they understand their responsibilities under the child protection legislation.</li> <li>● At Canley Vale Public School: <ul style="list-style-type: none"> <li>-Child protection training is completed annually and usually at the beginning of the year during Staff Development Day</li> <li>-all staff from preschool to year 6 participate in this compulsory training</li> <li>-all educators understand their role as mandatory reporters of child protection</li> <li>-educators must document any concerns of risk of harm to a child</li> <li>-educators must report any concerns of risk of harm to the principal as soon as possible.</li> <li>-if necessary reporting can be made directly to the Child Protection Helpline</li> <li>-the principal will report the concerns of risk of harm to the appropriate regulatory department. The principal will utilize the Mandatory Reporter guide, as well as take advice from the Department's Child Wellbeing Unit</li> </ul> </li> <li>● If any educator is unsure of the necessary processes to take when reporting suspected abuse, they are encouraged to refer to and use the 'Protecting and Supporting Children and Young people procedures- Flowchart'. These flow charts are located in the Casual Staff folder, policy and procedure folder, staffroom and on the wall of each classroom.</li> <li>● If the complaint relates to the abuse of a child within the service by a staff member or volunteer, a notification needs to be made to the principal and to the NSW Ombudsman (reportable conduct scheme, ph. 9286 1021). The school will be supported through this process by the Employee Performance and Conduct Directorate (EPAC).</li> <li>● All teachers must follow the Department of Education child protection procedures if there is a concern about risk of harm to a child. Educators should also support children to develop their self-help skills that enable them to protect themselves and others from harm.</li> </ul>

	<ul style="list-style-type: none"> <li>● Preschool educators are encouraged and supported to raise and discuss any child protection concerns they have. Our preschool staff are reminded of the child protection processes and points of reference.</li> <li>● If a staff member has a concern about the wellbeing of a child or the child protection of a child this is discussed as soon as possible with the teacher and/or team and the principal. This will also be discussed during our Team meetings or Team Critical reflection time.</li> <li>● Notification of a serious incident is made to Early Learning (phone 1300 083 698) when: <ul style="list-style-type: none"> <li>○ a staff member reasonably believes that physical or sexual abuse of a child has or is occurring at the preschool</li> <li>○ an allegation or complaint is made that physical or sexual abuse of a child has or is occurring at the preschool.</li> </ul> </li> </ul>
<p><b>Working with children checks</b></p>	<ul style="list-style-type: none"> <li>● All department staff hold a current <i>Working with Children Check</i> valid for paid work and verified by the department. Each staff member's WWCC number, expiry date and proof of verification stored in the staff folder that is stored in the preschool office.</li> <li>● Parents and close relatives volunteering in the preschool do not require a WWCC clearance, but must complete <a href="#">a declaration</a> and provide 100 points of proof of identity. The administration office of the P-6 school is in charge of collecting this information.</li> </ul>
<p><b>Risk management plan</b></p>	<ul style="list-style-type: none"> <li>● 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. Initially the preschool AP revises the Preschool risk management plan. This is then presented for further review during a Team Meeting with all the preschool educators for discussion and further review. If a new risk becomes apparent the Preschool AP will update the plan.</li> <li>● All risk minimisation plans are available to all staff that are located in the Risk Minimisation folder in the preschool office and stored on the CVPS Google Drive.</li> </ul>
<p><b>Preschool environment</b></p>	<ul style="list-style-type: none"> <li>● A daily safety check of the indoors and outdoors is carried out before children arrive each day. A record is kept of what is checked, signed and dated by the person who carried out the check. The daily indoor and outdoor safety check is available on the exit of the preschool staffroom. It is the responsibility of both SLSOs to complete and sign these daily safety checks.</li> <li>● Any hazardous or broken items are rectified or removed from areas the children can access.</li> <li>● If required, preschool maintenance is carried out by the school's General Assistant. Any preschool educator will speak to the GA about necessary maintenance and this is also recorded (by the educator) in the GA book that is located in the P-6 staffroom. This process is also the same as when a trades person is required. It is the responsibility of the GA or the principal to contact and organise</li> </ul>

the tradesperson.

- 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. Any potentially hazardous products are stored in the locked store rooms and kitchen. Items that are stored include:
  - dishwashing liquid
  - cleaning detergents (Gumpston, eucalyptus oil/solution)
  - aerosol cans (insect spray, shaving cream)
  - medications
- 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.
- The Education and Care Services National Regulations (regulation 103) requires that children's services premises, including equipment and furnishings are safe, clean and hygienic. Each departmental school has a cleaning contractor who aims to keep the whole school safe, clean and in good repair. The cleaning contractor makes sure that the school is cleaned to the cleaning performance standards.
- Extra cleaning practices have been ordered by the department and are undertaken by the cleaning contractor due to the COVID-19 pandemic. These extra cleaning practices include the wiping down of the fixed outdoor equipment, all door handles and tables before preschool opening and the cleaning of all toilets within the preschool premises in the middle of the day.
- Preschool educators need to ensure that furnishings and play equipment are checked regularly and kept in a safe, clean and hygienic condition. Regular cleaning (as appropriate) of tables and chairs, indoor equipment, soft toys, puzzles, books, sand equipment, outdoor construction toys and food preparation areas are done and a cleaning schedule is kept.
- The SLSOs undertake extra cleaning practices due to the COVID-19 pandemic. These include the daily wipe down or spray of all the tables, learning tools, equipment and food trolley. Once all of the children have gone home for the day the children's lockers and chairs are cleaned. A mix of a diluted water and eucalyptus oil spray and/or Glen20 is used.
- A SLSO is responsible for the cleaning and checking of the outdoor and indoor environment each morning. This includes:
  - sweeping then wiping all outdoor tables and chairs with a paper towel and diluted water and eucalyptus oil
  - check and sweep (with a dust broom) all spider webs on outdoor play areas
  - the safety of the indoor and outdoor areas

-cleaning register to be signed daily

- Staff should also consider the type of products used for cleaning desks, toys and equipment in the preschool.
- Many chemical cleaning products (including disinfectants) may be a potential risk to health, possibly triggering conditions such as asthma, allergies and poisoning. Mild or neutral detergent (a pH level between 6 and 8) and water is suitable for all general environmental cleaning.
- Disinfectant is only necessary if surfaces are contaminated with potentially infectious materials that include blood, vomit urine and soiling. The infected surface needs to be cleaned with detergent and water before using the disinfectant.
- For all cleaning at Canley Vale Public School Preschool we use:
  - diluted eucalyptus oil in a spray bottle for all general cleaning.
  - Gumption for difficult cleaning.
  - Staying Healthy: Preventing infectious diseases in early childhood education and care services, 5<sup>th</sup> edition National Health and Medical Research Council, 2013.*
- The sandpit and dirt pit are swept daily and salt is sprinkled over the sandpit on a weekly basis.



Canley Vale Public School  
Principal: Margaret Creagh

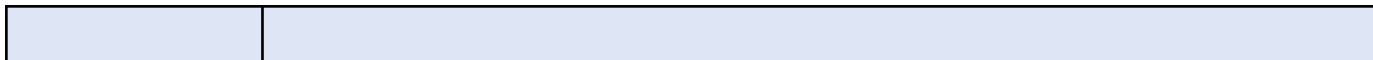
## Preschool sleep and rest procedure

Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
2.1	<a href="#">Regulation 81</a>	<a href="#">Leading and Operating Department Preschool Guidelines</a> <a href="#">Preschool sleep and rest guidelines</a>
<b>Pre-reading and reference documents</b>		
<a href="#">ACECQA sleep and rest practices</a>		
<b>Staff roles and responsibilities</b>		
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"> <li>● the preschool is compliant with legislative standards related to this procedure at all times</li> <li>● all staff involved in the preschool are familiar with and implement this procedure</li> <li>● all procedures are current and reviewed as part of a continuous cycle of self-assessment.</li> </ul>	
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"> <li>● analysing complaints, incidents or issues and what the implications are for the updates to this procedure</li> <li>● reflecting on how this procedure is informed by relevant recognised authorities</li> <li>● planning and discussing ways to engage with families and communities, including how changes are communicated</li> <li>● developing strategies to induct all staff when procedures are updated to ensure practice is embedded.</li> </ul>	
Preschool educators This includes all staff; casuals,	The preschool educators are responsible for working with leadership to ensure: <ul style="list-style-type: none"> <li>● all staff in the preschool and daily practices comply with this procedure</li> </ul>	

<p>lunch cover, volunteers and anyone else who works in the preschool</p>	<ul style="list-style-type: none"> <li>● storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers</li> <li>● being actively involved in the review of this procedure, as required, or at least annually</li> <li>● ensuring the details of this procedure's review are documented.</li> </ul>
<p><b>Procedure</b></p>	
<p><b>Meeting the needs for sleep and rest</b></p>	<ul style="list-style-type: none"> <li>● The preschool educators ensure the individual sleep and rest requirements of each child are met, as advised by their family.</li> <li>● Discussions with families about the child's individual sleep and rest requirements occur at the Preschool Orientation and through informal conversations throughout the year.</li> <li>● Respect for family preferences regarding sleep and rest and the individual child's daily needs will be considered while ensuring the child feels safe and secure.</li> <li>● Conversations with families will occur (if and when necessary) about the child to not be forced to sleep or prevented from sleeping.</li> <li>● Children are not forced to lie down or sleep.</li> <li>● There are comfortable, quiet areas, both inside and outside, that a child can retreat to at any time of the day to rest. These areas are: <ul style="list-style-type: none"> <li>-IWB quiet area</li> <li>-Book corner</li> <li>-Quiet activity areas</li> </ul> </li> <li>● There is a designated rest / quiet period included in the daily routine / timetable.</li> <li>● At any time of the day when a child indicates their need for sleep or rest the educators provide the comforts the child chooses to use to rest or sleep (bed, cushion, pillow, soft toy)</li> <li>● A range of practices are used to manage sleep, rest and relaxation needs. Practices include quietly resting after lunchtime (for up to 30 minutes), reading or relaxation activities (yoga or meditation).</li> <li>● Children who then do not require sleep have opportunities to engage in appropriate quiet play experiences that include drawing, listening to a story, reading, fine motor activities, puzzles, indoor play or outdoor play.</li> <li>● The timetable does vary over the course of the year depending on the needs of the individual groups of children/child.</li> <li>● The area the children rest in is well ventilated and has natural light.</li> <li>● Adequate supervision is maintained while some children rest and others engage in activities. Each child's circumstances and current health will be determined whether high supervision levels and checks will be required whilst they are sleeping. An example of this is when/if a child is unwell and waiting for their parent/carer they will need to be monitored more constantly whilst sleeping (especially if they have a high temperature, vomited, received minor trauma to the head).</li> <li>● Adequate and direct supervision and educator to child ratios will be maintained throughout the rest/sleep period (R123).</li> </ul>

- Considerations will also be taken for children who are taking medication or recently vaccinated that may experience increased drowsiness (or restlessness).
- Sleeping and resting children and the sleep/rest environments will be closely monitored. This involves checking/inspecting sleeping children at regular intervals, ensuring educators are always within sight and hearing distance of sleeping/resting children so the child's breathing and colour of skin are monitored.
- Children will be asked to remove jumpers with hoods and cords, scarves...whilst resting and/or sleeping, to reduce the risk of choking or strangulation.
- Children will sleep and rest with their face uncovered. If a child's face becomes covered whilst they are sleeping/resting the educator will immediately uncover the child's face.
- The sleeping children are in the same room and are close to the children that are engaged in quiet play.
- If a child sleeps during the preschool day, their family is informed of the length of time they slept. A sleep chart is completed by the preschool educators that records the rest and sleep of each child daily. This is displayed in the parent foyer or at **the outdoor preschool entrance**.
- If children wish to, they are able to lie down with a pillow and sheet and / or blanket. Beds (that are low to the ground), pillows and cushions that may be used are clean and in good repair. **Pillow and cushions provided by the preschool are not available during COVID-19 restrictions.**
- Beds are sprayed with a diluted mix of eucalyptus oil and water. Beds are sprayed at the end of the preschool session of each individual child or when necessary.
- Beds are also washed with detergent and hosed with water and left to dry in the sun. This is done when needed (for example when vomited, soiled or urinated on) and annually (at the end of the year).
- Bed linen is brought from home used by the individual child and taken home at the end of the child's week. Our preschool will provide bed linen (when necessary) and will only be used by the individual child.
- This linen will be taken home by the child, washed and brought back the following week before being used by another child.
- **Bed linen is not available by the preschool during COVID-19 restrictions.**
- Preschool pillows and cushions that are used by a child will be sprayed by the diluted eucalyptus spray at the end of the day and left to dry overnight.
- **Pillows and cushions will not be available by the preschool during COVID-19 restrictions.**
- Light bedding is encouraged.
- The children that do not bring bed linen to place on their bed will have their name written on a post it note so they continue to use the same bed for the attendance of that week.







Canley Vale Public School  
Principal: Margaret Creagh

## Preschool staffing procedure

Associated National Quality Standards	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
4.1 4.2 7.1	Regulation <a href="#">135</a> Regulation <a href="#">136</a> Regulation <a href="#">149</a> Regulation <a href="#">151</a>	<a href="#">Leading and Operating Department Preschool Guidelines</a> <a href="#">Working with Children Check Policy</a> <a href="#">Code of Conduct Policy</a> <a href="#">Management of Conduct and Performance</a> <a href="#">Teacher's Handbook</a> <a href="#">Non-Teaching Staff in Schools handbook.</a> <a href="#">Statement of duties – school learning support officer</a> <a href="#">Statement of duties – Aboriginal education officer</a>
<b>Pre-reading and reference documents</b>		
<a href="#">Early Childhood Australia's Code of Ethics</a> <a href="#">ACECQA qualification checker</a> <a href="#">ACECQA Information Sheet: Belonging, Being and Becoming for Educators</a>		
<b>Staff roles and responsibilities</b>		
<b>School principal</b>  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"> <li>the preschool is compliant with legislative standards related to this procedure at all times</li> <li>all staff involved in the preschool are familiar with and implement this procedure</li> <li>all procedures are current and reviewed as part of a continuous cycle of self-assessment.</li> </ul>	
<b>Preschool supervisor</b>	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"> <li>analysing complaints, incidents or issues and what the implications are for the updates to this procedure</li> <li>reflecting on how this procedure is informed by relevant recognised authorities</li> </ul>	

	<ul style="list-style-type: none"> <li>● planning and discussing ways to engage with families and communities, including how changes are communicated</li> <li>● developing strategies to induct all staff when procedures are updated to ensure practice is embedded.</li> </ul>
<p><b>Preschool educators</b> 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"> <li>● all staff in the preschool and daily practices comply with this procedure</li> <li>● storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers</li> <li>● being actively involved in the review of this procedure, as required, or at least annually</li> <li>● ensuring the details of this procedure's review are documented.</li> </ul>
<p><b>Procedure</b></p>	
<p><b>Staffing allocation and qualifications</b></p>	<ul style="list-style-type: none"> <li>● Each preschool class is staffed at all times by an early childhood teacher and School Learning Support Officer, Preschool (SLSO)</li> <li>● All preschool educators (ongoing, temporary, casual and relieving): <ul style="list-style-type: none"> <li>○ have a current, verified WWCC for paid work</li> <li>○ approval to work in a department school</li> <li>○ an ACECQA approved qualification (at least a Certificate 3 in the case of SLSOs and AEOs)</li> <li>○ teachers' are also accredited at Proficient level with <i>NSW Education Standards Authority (NESA)</i>.</li> </ul> </li> <li>● The regular educators are replaced by equally qualified educators during their breaks, release from face to face teaching, and absences.</li> <li>● The preschool receives a .2 (one day a week) staffing allocation to complete administrative tasks related to the preschool. The preschool administrative support allocation is used by the administrative staff allocated for the preschool. This office member is in charge of: <ul style="list-style-type: none"> <li>-preschool enrolments and all things involved with enrolments that include the enrolment waiting list, processing preschool enrolment applications and entering details into ERN, communicating with families regarding enrolment, attendance patterns and term dates, the full completion of the enrolment form</li> <li>-establishing and maintaining group lists</li> <li>-Fee invoices and receiving fees</li> <li>-Maintaining preschool immunization register and seeking immunization records after the child has turned 4 years</li> <li>-Maintaining current and up to date action plans</li> <li>-some outgoing parent letters</li> </ul> </li> <li>● Other administrative tasks are undergone by the preschool supervisor/AP or the preschool staff. The preschool supervisor/AP is</li> </ul>

	<p>allocated one day per week off class and/or extra allocated time (for the preschool staff) as needed to fulfill the required administrative tasks (which are listed above under Preschool supervisor)</p>
<p><b>Continuity</b></p>	<ul style="list-style-type: none"> <li>● The preschool staffing roster ensures a continuity of educators.</li> <li>● Each preschool teacher has a minimum of 30 minutes release from face to face teaching (RFF) each week, and is replaced by the P-6 RFF teacher. The RFF teacher is often the regular teacher and continues the program of the class.</li> <li>● Support staff are also rostered on in the preschool throughout the week to provide support and additional learning opportunities for the children. These support staff include the community language teachers (CL teachers) or P-6 school support teachers.</li> <li>● Staff breaks are covered by regular teachers and SLSOs that work within the P-6 school. These staff are rostered by the senior executive organizing the rosters for the term. The current duty roster is available on the wall in the preschool staffroom.</li> <li>● In the foyer of the preschool (on each classroom side), there is a poster that indicates the staff that are in the class for that day. The poster includes the staff name and photo (where possible) on a tab and the staff tab changes as it is needed. This helps the families of the class know which staff members are with their child for the day. <b>A daily roster is also displayed in the outdoor entrance of the preschool indicating the staff or casual staff of the week.</b></li> <li>● The executive staff organizing casual staff are familiar with the qualified, regular bank of relieving casuals that are used when preschool staff members are away. The preschool staff members are also asked for casual teacher preferences if the absence is known. These regular casuals or if needed, new casuals, spend one on one time with the teacher going over the daily timetable and any other necessary information. The casuals (regular or new casuals) are also encouraged to take the time to look through the casual folder in the morning and to ask questions as needed. Once looked through, the casual is encouraged to sign the register at the beginning of the folder as proof of reading.</li> <li>● A 'Things to Remember' checklist is also at the front of the casual folder and left on the class bench for the casual staff to remember if all regular preschool staff are absent.</li> <li>● 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.</li> <li>● There is a sign in/out register located next to the back entrance of the staffroom. This sign in register is required to be signed by all staff that will be in contact (short term) with the children or around the children for a period of time (this includes playgroup visits). This includes the teachers and SLSO relieving preschool staff for their</li> </ul>

	<p>duty, RFF teacher and support staff.</p> <ul style="list-style-type: none"> <li>• There is also a sign in/out register for the staff that are with the children for the day. This includes the regular preschool staff or casual teacher for the day. This register is located in the preschool middle staffroom.</li> <li>• There is a sign in/out register for short-term visitors. This is located in the parent foyer.</li> </ul>
<p><b>Induction</b></p>	<ul style="list-style-type: none"> <li>• All staff receive an induction before they commence work in the preschool.</li> <li>• All Department of Education preschools have specific regulations, policies and procedures which must be followed to ensure that the National Quality Standards are met as outlined by ACECQA (Australian Children's Education and Care Quality Authority). By providing a thorough preschool staff induction process all staff, students (practicum or work experience) and volunteers will have a clear understanding of the operations of our preschool and their role and responsibilities.</li> <li>• On arrival to our preschool any new staff member, casual staff, student or volunteer will be inducted into our preschool by the teacher of the class, Preschool Assistant Principal or Preschool SLSO.</li> <li>• The induction procedure includes: <ul style="list-style-type: none"> <li>-Introduction to the <i>preschool philosophy</i> (displayed in the parent foyer and in the casual teacher folder)</li> <li>-Location of the <i>DoE policies and local procedure</i> folders (parent foyer and casual teacher's folder [including Illness, Accidents, Incidents and Serious Incidents local procedure, Emergency Evacuation plans and assembly points, Arrival and Departure procedure, Fees procedure]).</li> <li>-Introduction to the <i>Quality Improvement Plan</i> (QIP)</li> </ul> </li> <li>• Location and familiarisation of <i>key documents</i> that include: <ul style="list-style-type: none"> <li>-Early Years Learning Frameworks</li> <li>-Guide to the NQF</li> <li>-National Law and National Regulations</li> <li>-Leading and Operating Department Preschool Guidelines</li> </ul> </li> <li>• Awareness of the <i>Risk Minimisation plans</i> and where to find them (preschool office, CVPS Team Drive and several included in the casual teacher folder)</li> <li>• Awareness and understanding of the <i>children with medical needs</i>.</li> <li>• The new staff member, casual teacher, student or volunteer is shown the action plans located around the preschool (also in the casual teacher folder), where the individual child's medication is stored and the first aid bags (where they are located and their contents).</li> <li>• Awareness and understanding of the <i>children with special consideration</i> that includes, no sunscreen, no permission to publish</li> </ul>

(posters located around the preschool and Casual Teacher folder).

- Location of the *daily routines* of each class (in the classroom and the casual teacher folder), duty rosters, staff roles and responsibilities and any special instructions related to the individual class.
- Discussion of *individual child needs* that includes information related to any child with an additional need, individual education plans, where appropriate or health care needs.
- Location of each class *program*.
- *Staff sign-in and sign-out* procedure and location of the sign in sheets (outdoor entry of the staffroom, staffroom and parent foyer).
- Location of the children's *confidential information* (including authorisation and refusal of collection) and *class profiles* (preschool office, class profiles-first aid bags)
- All relevant documents are stored on the CVPS Google Drive to ensure staff members have access to all documents. Confidential information about children and their family is stored in the preschool office or with the P-6 school Administration Office.
- *Compliance information* is collected by the Administration Office, DP in-charge of students and volunteers and the Preschool AP. These documents include mandatory training certificates (Anaphylaxis, Asthma, E-Emergency care, Child Protection, Code of Conduct), qualification or course, current Working with Children's Check certificate, full name, address and contact numbers.
- At the end of the induction procedure the new staff member, casual staff, student or volunteer are given the *casual teachers handbook* to look through (these are located at each classroom). They are asked to sign the register in the casual teacher handbook.

### **Whole School Induction**

- Preschool staff and executive staff collaborate to deliver an annual, whole staff induction session addressing the matters noted above, preschool expectations related to adequate supervision and interactions with children and information regarding the regulatory authorities.
- All staff responsibilities (teacher and SLSO) are documented in the Casual Teacher Handbook, the DoE policy library and our Preschool Policy and Procedure folders. New staff are made aware of this through the Casual Teacher Handbook, during the induction procedure, the DoE policy library and our Preschool Policy and Procedure folders.
- **In DoE preschools, the principal is the nominated supervisor, educational leader and responsible person in charge.**
- In keeping with Leading and Managing the School (PD2004/0024) "the principal occupies the pivotal position in the school and is accountable for leadership and management consistent with State legislation and the policies and priorities of the NSW Government."
- The principal, Margaret Creagh has overriding responsibility for the supervision of the preschool, however she may delegate the

supervision of the preschool education program to an executive staff member.

- When the principal is off the school premises the next in charge is the Deputy Principal P-2, then Deputy Principal 3-6, then Assistant Principal, Preschool or as delegated by the principal at the time. This information is available with the preschool mandatory documentation located on the door in the parent foyer, entering the staffroom.

### **Authorised Supervisor**

- The preschool supervisor/s must understand how young children learn through play and the differences between the preschool and school programs. The authorised supervisor, Mrs Margaret Creagh is expected to have a working knowledge of:
  - The Early Years Learning Framework
  - Be aware of the National Quality Standards
  - Be aware of relevant legislations such as the Education and Care Services National Regulations
  - Is responsible for the overall supervision of the preschool, as well as the program of activities, and any other specific matters relating to the preschool.
- Under the Education and Care Service National Regulations schools may nominate one or two authorised supervisors. The principal of the school (Mrs Margaret Creagh) is the first authorised supervisor and it is generally the executive supervising the preschool who is the second authorised supervisor (refer to the line of order stated above).

### **Preschool Teachers**

- All permanent preschool teachers appointed to the school by the Department's Staffing Services are required to have an ACECQA approved early childhood qualification, approved to teach in NSW Public Schools and are registered with NESAs. Once teachers are appointed to a school by the Staffing Services area, local decisions regarding the way classes are arranged are made by the Principal in consultation with the executive at the school.
- For teachers working in a preschool, this can mean that the teacher can also work across P-2 or P-6 depending on their qualifications and the needs of the school.
- If the early childhood teacher is unexpectedly absent for 12 weeks/60 days or less, a primary-qualified casual teacher may replace them, only for that time (refer to the preschool link of the department's website).
- The relevant employment legislation for teachers is the Teaching Service Act 1980 and the Teaching Service Regulation 2007.

Information on the professional and legal responsibilities for teachers is also found in other legislation and departmental policies and procedures such as the Department's *Code of Conduct*.

- The preschool teacher is responsible for:
  - Planning and implementing a quality play-based program that is relevant to the children in their local context and is guided by the Early Years Learning Framework
  - Their own professional development. Consultation with supervisor teacher ensures access to appropriate professional learning
  - Update and maintenance of the Professional Development Plan (PDP)
  - Translates school policies and programs into suitable learning experiences
  - Providing direction and guidance to the support staff in the provision of the program
  - Maintenance and updating of all documents relevant to the daily running of the preschool. These include the annual review and updating of the local procedures, the annual (at a minimum) review and updating of the QIP and the implementation of the outlined improvements, review and updating of the philosophy, review and updating of risk minimization plans and medical plans.
  - Critical reflection (individually and within the team) on all aspects of the preschool.
  - Involved in the P-6 school. This may include attending staff meetings, professional learning and any requirements asked by the principal.
  - Continual communication with all stakeholders that include children, families, preschool educators, P-6 staff, local community, P-2 Initiative Officers, Early Learning, preschool network.

**School Learning Support Officer (SLSO) and Aboriginal Education Officer (AEO)**

- This position was formerly known as the *teacher's aide preschool*. The school learning support officers/Aboriginal Education Officer working in preschools must hold or be actively working towards an ACECQA approved
  - Certificate III in Children's Services
  - Certificate III in Early Childhood Education and Care
  - Certificate III in Education Support
  - Certificate III in Education (Teacher Aide/Assistant)
  - Certificate IV or diploma meet the qualification requirement



- *If required, the ACECQA qualification checker can be used to determine if an SLSO or teacher qualification is approved by ACECQA.*
- In the case of a school learning support officer, the replacement must have a Certificate III in children's services.
- The SLSO or AEOs role is at the discretion of the principal and primarily works with the teacher to provide the educational program and a healthy, safe and welcoming environment.
- The School Learning Support Officer or Aboriginal Education Officer:
  - Supports the preschool teacher to implement the preschool program
  - Works in partnership with the teacher to provide adequate supervision
  - Interacts with children and supports their positive behavior and learning
  - Organises and sets up activities
  - Replenish resources (paper towels, soap, toilet paper, paints, craft materials)
  - Cleans equipment and preschool environments (children's bathroom, outdoor and indoor environments)
  - Is involved in the review of all documents relevant to the daily running of the preschool. These include the annual review of the local procedures, the annual (at a minimum) review and of the QIP and the implementation of the outlined improvements and the review of the philosophy
    - Implementation of roles outlined within the local procedures
    - Observations of children
    - Critical reflection on all aspects of the preschool.
    - Maybe be involved in the P-6 school. This may include attending staff and team meetings, professional learning and any requirements asked by the principal.
  - Continual communication with all stakeholders that include children, families, preschool educators, P-6 staff, local community, P-2 Initiative Officers, Early Learning, preschool network.
  - Attends to the personal care and needs of young children.
  - Update and maintenance of the Professional Development Plan (PDP)
- The collaboration between the preschool teacher and the support staff play an important part in the day-to-day operation of the preschool and the delivery of a quality program.
- The SLSOs, preschool teachers and executive staff negotiate the swapping of the SLSOs from one classroom/ Preschool Teacher to another. The SLSO can remain with the same Preschool Teacher in negotiation with the principal, teacher, supervisor and/or executive staff.

	<ul style="list-style-type: none"> <li>Information on the conditions of employment of the SLSO is in the Non Teaching Staff in Schools handbook, Industrial Relations Directorate (02 9561 8780) or the website <a href="https://detwww.det.nsw.edu.au/lists/directoratesaz/ires/indrel/index.htm">https://detwww.det.nsw.edu.au/lists/directoratesaz/ires/indrel/index.htm</a></li> </ul>
<b>Educator performance and professional learning</b>	<ul style="list-style-type: none"> <li>All educators are familiar with <a href="#">Early Childhood Australia's Code of Ethics</a>.</li> <li>The Code of Ethics is accessible to staff, utilised and promoted <ul style="list-style-type: none"> <li>- in the teacher's staffroom,</li> <li>- on the glass windows of the entrance of the classrooms,</li> <li>- in the Casual teacher Handbook,</li> <li>- given to the families in the Preschool Parent Orientation pack,</li> <li>- in the teacher programs,</li> <li>- expressed in the preschool philosophy</li> </ul> </li> <li>All educators comply with the department's <a href="#">Code of Conduct</a> and complete annual training led by the principal.</li> <li>Educator performance is managed by the school principal through the annual <i>Performance and Development Plan</i>.</li> <li>Each educator's performance and development plan identifies professional learning goals and strategies to meet these.</li> <li>All goals are devised collaboratively or independently.</li> <li>The Preschool supervisor conducts the reviews of the plans with staff and forwards the completed PDP to the principal.</li> <li>Staff are provided with professional learning opportunities to meet their goals.</li> <li>All preschool staff are required to complete their Performance and Development Plan (PDP) during term one, midyear and at the end of the year. The delegated supervisor of the preschool is responsible for the maintenance of each preschool staff member's PDP and the PDP is forwarded to the principal (at each stage). A copy of each PDP is also kept on the preschool premises in the preschool office.</li> <li>All staff are encouraged to access and participate in professional learning. Professional learning opportunities are also forwarded on by Early Learning, the P-2 Initiatives Officer (such as Network meetings), preschool supervisor and the principal.</li> <li>Staff wishing to attend a professional learning opportunity discusses this with their supervisor and a release request is given to the senior executive approving and organising the release of the staff.</li> </ul>
<b>Volunteers and practicum students</b>	<ul style="list-style-type: none"> <li>Volunteers sign the visitor's book to record the date and hours they were in the preschool.</li> <li>Any volunteers or practicum students will be directed to the school principal, deputy principal or nominated practicum/volunteer supervisor for placement.</li> <li>The principal, deputy principal or nominated practicum/volunteer supervisor will organise any documentation in regards to the placement. The documentation includes:</li> </ul>

- Volunteer's full name
- Date of birth
- Address
- Institution that they are coming from
- Relevant documentation

- The principal, deputy principal or nominated practicum/volunteer supervisor must use information provided by the volunteer to confirm that person is not on the Department's Not To Be Employed (NTBE) database via EcPC.
- Early childhood or teacher education students completing practical training or undertaking an internship within a preschool must have a WWCC clearance and provide 100 points of proof of identity.
- The preschool teacher will then have direct supervision of those students or volunteers.
- All preschool staff are aware that at no time will a volunteer or practicum student be left to or included in the supervision of any children.
- Volunteers and practicum students are asked to sign the preschool visitors register when they arrive and leave our preschool.
- Volunteers and practicum students will support and continue the program of the class/preschool and also fulfill their study requirements.

**NOTE:**

- Volunteers in the preschool who are a close relative of an enrolled preschooler or parent must supply a declaration that they have no offences that would bar them from working with children and an undertaking to advise the department should they become barred or convicted of a relevant offence and 100-points of proof of identity. They are not required to have a WWCC clearance.
- The exception to this is if they are providing personal care to a child or are part of a formal mentoring program (ie PaTCH program), in which case they must provide and have verified a Working with Children's Check.

-Volunteers or work experience students under the age of 18 years do not need to obtain a WWCC clearance however their full name, date of birth and address should be recorded (*regulation 149*).



Canley Vale Public School  
Principal: Margaret Creagh

## 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 <a href="#">114</a>	<a href="#">Leading and Operating Department Preschool Guidelines</a> <a href="#">Student health in NSW schools: A summary and consolidation of policy</a>
<b>Pre-reading and reference documents</b>		
<a href="#">ACECQA Information sheet: Sun safety</a> <a href="#">Sun Smart Recommendations for Childcare Services</a> <a href="#">Sun Smart program</a>		
<b>Staff roles and responsibilities</b>		
<b>School principal</b>  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"> <li>the preschool is compliant with legislative standards related to this procedure at all times</li> <li>all staff involved in the preschool are familiar with and implement this procedure</li> <li>all procedures are current and reviewed as part of a continuous cycle of self-assessment.</li> </ul>	
<b>Preschool supervisor</b>	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"> <li>analysing complaints, incidents or issues and what the implications are for the updates to this procedure</li> <li>reflecting on how this procedure is informed by relevant recognised authorities</li> <li>planning and discussing ways to engage with families and communities, including how changes are communicated</li> <li>developing strategies to induct all staff when procedures are updated to ensure practice is embedded.</li> </ul>	

<p><b>Preschool educators</b> 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"> <li>● all staff in the preschool and daily practices comply with this procedure</li> <li>● storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers</li> <li>● being actively involved in the review of this procedure, as required, or at least annually</li> <li>● ensuring the details of this procedure's review are documented.</li> </ul>
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<p><b>Procedure</b></p>	
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<p><b>Hats and clothing</b></p>	<ul style="list-style-type: none"> <li>● Children and educators are encouraged to wear a <i>sun safe / smart</i> hat to protect their face, neck and ears, whenever outside. Sun safe hats are encouraged by the preschool educators and families are informed of this through the newsletter, Parent Information session (prior to preschool beginning) and in the Parent Handbook. This information is communicated verbally, written and through pictures.</li> <li>● Families are required to bring a hat for their child on a daily basis. Families are informed of this during the Parent Information session prior to preschool starting, in the Parent Handbook (written and through pictures) and through one on one conversations. Parents are also regularly reminded to provide a hat through the newsletter, announcements before and after the preschool day one to one communication between educator and parent and posters throughout.</li> <li>● If a child has forgotten to bring their hat they are encouraged and reminded to play in the shaded areas during outdoor play. When the child's family comes to pick up their child they are informed of the forgotten hat and are asked to provide it the following day. A note to the parents is also provided in the child's lunchbox reminding them to bring a hat.</li> <li>● A hat is provided for a child who consistently does not bring a hat to preschool. This hat will only be used by that child (the child's name will be written in the hat) and will remain at the preschool for the year. This hat will be given to the child to take home at the end of the year.</li> <li>● Educators are encouraged to role model and show sun safe behaviours by wearing a sun safe hat and clothing, applying sunscreen and using and promoting the use of shaded areas for play.</li> <li>● Consideration is taken for adults that cover their head (such as the scarf) for religious purposes. The scarf must cover the head, neck, ears, forehead and nose. Any of these areas that are exposed should have sunscreen applied. <i>These are recommendations from the Cancer Council (2017).</i></li> <li>● Parents and carers are encouraged to dress their children in clothing that is loose fitting and covers as much skin as possible. Children are discouraged from wearing a singlet top or singlet dress. The families are informed of this during the Parent information session (prior to starting preschool), in the Parent</li> </ul>
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	<p>Information Handbook and discussed informally when needed. If a child wears one, the child is encouraged to look in their bag to put on a t-shirt or a clean preschool spare t-shirt is provided. The parent is asked to wash the preschool spare t-shirt and return as soon as they can.</p>
<b>Shade</b>	<ul style="list-style-type: none"> <li>• The availability and quality of shade is considered (a shade audit) when planning all outdoor activities and outdoor play experiences are set up in the shade, as far as possible.</li> <li>• 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.</li> <li>• Children who do not have appropriate hats or outdoor clothing are asked to choose a shaded play area.</li> <li>• Shade options include portable, natural or built shade. Canley Vale Public School Preschool offers large areas of shade within the outdoor learning environment.</li> </ul>
<b>Sunscreen</b>	<ul style="list-style-type: none"> <li>• Sunscreen is applied under the supervision of staff before children go outside. Parents are asked to apply sunscreen to their child before (at home) or on arrival at the preschool, using the sunscreen provided by the preschool that is placed at the outdoor foyer area (outdoor front entrance).</li> <li>• Before moving to the outdoor learning area, children are asked if they have had sunscreen applied. If any child has not, they are given the sunscreen to apply themselves.</li> <li>• All staff and children should apply a minimum SPF30+ broad-spectrum, water- resistant sunscreen 20 minutes before going outdoors and reapply as recommended on the sunscreen bottle. Staff encourage and show children how to apply sunscreen.</li> <li>• Parent / carer authorisation is collected to apply sunscreen to children.</li> <li>• Parents who do not want their child to use sunscreen put it in writing with their wishes clearly stated and signed. A list of children who are not to use sunscreen are displayed near the building exits, in the indoor learning environment and in the Casual Teacher Handbook.</li> <li>• This sunscreen authorisation notice is found in the confidential children's information folder that is stored in the locked preschool office.</li> <li>• Sunscreen is stored away from direct sunlight on the preschool foyer benches and expiry dates are monitored by the educators.</li> </ul>
<b>The educational program</b>	<ul style="list-style-type: none"> <li>• Educators provide intentional teaching experiences that promote discussion around sun protection and demonstrate a positive approach to the management of sun protection.</li> <li>• Educators reinforce sun safe messages informally throughout the preschool day. The educators encourage and remind the children <ul style="list-style-type: none"> <li>-to play in the shade</li> <li>- reminders to put hats back on during outdoor play</li> </ul> </li> </ul>

-discussing the need to move inside during the hottest part of the day

-drinking lots of water especially during hot days to keep hydrated

- Information is provided to families about sun protection.  
Families are informed of sun protection
  - during the Parent Information session prior to preschool starting,
  - in the Parent Handbook (written and through pictures)
  - newsletter
  - Munch and Move fact sheets
  - announcements before and after the preschool day
  - one to one communication between educator and parent
  - posters
- In developing the risk management plan for children without a hat, sunburn is noted as a potential risk and minimisation strategies are noted. The strategies that have been included are
  - utilising shaded areas
  - children asked to wear clothing with long sleeves
  - sunscreen reapplied regularly
  - parents reminded to pack a hat in their school bag



Canley Vale Public School  
Principal: Margaret Creagh

## 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 <a href="#">101</a>	<a href="#">Leading and Operating Department Preschool Guidelines</a> <a href="#">Excursions policy</a>

### Pre-reading and reference documents

[ACECQA Template – Excursion risk assessment](#)

### Related procedures

Preschool nutrition, food and beverages and dietary requirements  
Excursions

### 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.

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:

- 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 supervisor



<p><b>Preschool educators</b> 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"> <li>● all staff in the preschool and daily practices comply with this procedure</li> <li>● storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers</li> <li>● being actively involved in the review of this procedure, as required, or at least annually</li> <li>● ensuring the details of this procedure's review are documented.</li> </ul>
<p><b>Procedure</b></p>	
<p><b>Drinking water</b></p>	<ul style="list-style-type: none"> <li>● The children bring their own drinking water from home, daily.</li> <li>● If a family has forgotten to pack water, the child is given a clean unused plastic cup with their name clearly printed on the cup. This is filled from the kitchen tap.</li> <li>● The children are reminded throughout the day that if their water bottle has emptied to notify an educator so it can be refilled at the kitchen sink.</li> <li>● This occurs more regularly during the warmer months.</li> <li>● The children's water bottles are kept on the food trolley alongside their lunchbox, taken outdoors with them and placed on the designated water table (next to their room) or in their locker/schoolbag after lunch.</li> <li>● The children can access their water at any time of the day.</li> </ul>
<p><b>Risk management plan</b></p>	<ul style="list-style-type: none"> <li>● 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. The minimisation strategies are recorded in the Water Risk minimisation plans that include all water areas to <b>always</b> be supervised by an adult at all times.</li> <li>● Permanent water features such as the water pump are included in this risk plan.</li> <li>● The daily safety check conducted before children arrive at the preschool includes a check for any pooled rain water.</li> <li>● Excursions to a location or venue with a body of water are carefully planned for and considered in the excursion risk management plan.</li> <li>● Blow up swimming pools are not used in the preschool.</li> </ul>
<p><b>Supervision</b></p>	<ul style="list-style-type: none"> <li>● The preschool supervision plan notes that children are supervised more closely around any activities which use water.</li> <li>● Educators must ensure that any water container that could be a drowning hazard is closely supervised by an educator, safely covered or inaccessible to children (when unsupervised).</li> <li>● Being connected with nature and providing opportunities for exploration, water is included in the educational program and is</li> </ul>

closely supervised by an educator at all times when the children are present in the learning environment. Water can be used:

- In a trough
- Water container
- Hose
- Watering can
- Bucket
- Water pump

- Water containers are to be emptied at the end of the play session and refilled when needed.
- At any time after rain, pooled water will be emptied, swept or wiped if the children are to be present in the outdoor learning environment.

- Children are not able to access hot water. No hot water taps in areas accessible to children. The rooms that do have hot water taps are locked at all times (cleaner storeroom and kitchen).

#### **Hot water**

- No hot water drinks will be held or consumed by any adult at any time when children are present. All staff are informed of this through informal conversations and the water procedure in the Casual Teacher Handbook.

**NOTE: ALL PROCEDURES HIGHLIGHTED IN GREEN ARE COVID RELATED PROCEDURES**