**Waratah Public School Preschool Procedure**

**Duty of Care of Primary School Children in the Preschool**

**Reviewed: March 4th 2020**

|  |  |  |  |
| --- | --- | --- | --- |
| **Education and care services regulation/s** | **NSW Department of Education policy, procedure or guidelines** | **Preschool Leadership Guidelines reference** | **School policy or procedure, where applicable** |
| [Regulation 149](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap4/part4.4/div9/reg149)  [Regulation 151](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap4/part4.4/div9/reg151)  [Regulation 271](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap7/part7.3/div2/reg271) | The following department policies and relevant documents can be accessed from the Early Learning section of the DoE intranet:  [Code of Conduct](file:///D:/preschool%20policies/2019/The-2014-Code-of-Conduct-approved-by-Minister-1-July-2014-updated-Dec-2016-not-tracked.pdf) (pdf 840.95 KB)  Working with children Check policy  Management of Conduct and Performance | Page 62, 63 | Splitting classes  Excursions  Behaviour management strategy  School events (swimming carnival, etc.) |
| Ratios:  The preschool must maintain a **ratio of 1:10**. If classes need to be split within the K-6 school, the 1:10 ratio must be maintained. For example, if there are 15 children in attendance in the preschool, up to 5 Kindergarten-Year 6 children from the school can be in the preschool under the care of the preschool educators.  If school staff members are on relief duty in the preschool and there are 20 children already in attendance, then no other child may enter the preschool classroom area, as a 1:10 ratio must be maintained. If additional children arrive in the preschool from the primary school, they will be placed in the preschool staffroom where staff can visually supervise them until alternative arrangements can be made.  Additional staff from the primary school may be required to maintain ratio of 1:10 at all times.  ***A common-sense approach to which children from K-6 are selected to spend time in the preschool is taken and the safety, wellbeing and education of all children is a priority.***  Buddy Classes/Educational Programs in the Preschool:  If there is a supervised lesson/activity with a buddy class and/or a selection of students from the school, then either the classroom or supervising teacher from the buddy class ***must be present*** in the preschool grounds at all times. The classroom teacher must sign the ‘volunteer/visitor’ register when entering and leaving the preschool. If this activity is on-going and regular, then the staff member’s qualifications must be in a staff folder in the preschool. These qualifications are;   * Working with children check clearance – verified * Teaching qualifications * Annual child protection update * Annual Code of Conduct training * Mandatory first aid qualifications   The Early Years Learning Framework (EYLF) has five outcomes:   1. *Children have a strong sense of identify* 2. *Children are connected with and contribute to their world* 3. *Children have a strong sense of wellbeing* 4. *Children are confident and involved learners* 5. *Children are effective communicators*   The learning content from the buddy classes are based on the preschool educators using their professional judgement to make curriculum decisions. This is to ensure children in the preschool are immersed in authentic learning experiences which are based on the EYLF outcomes and children’s interests. These learning experiences should not exceed over 1 hour in the preschool as children from the buddy class need to continue with their normal program.  Children with medical conditions:  A medical condition is defined as a condition diagnosed by a registered practitioner. This may include but not limited to   * Anaphylaxis * Severe asthma * Epilepsy * Diabetes * Food allergy   If a child from a buddy class requires medication, then the classroom teacher is responsible for making the child’s medication available in preschool if required. For example, a child’s EpiPen or asthma medication. It is the class teacher’s responsibility to communicate the needs of the students and arrange for medication to be kept with the child.  Immunisation:  Children enrolled in a preschool ***must*** be immunised. Therefore, it is ***best practice*** for children from buddy classes to be immunised to enter the preschool and interact with the preschool children. Please refer to the [Immunisation Enrolment Toolkit: For Early Childhood Education and Care Services.](https://www.health.nsw.gov.au/immunisation/Publications/immunisation-enrolment-toolkit.pdf) | | | |