

Caroline Chisholm School Preschool Unit Safety of Preschool Grounds Procedure (Indoors and Outdoors)

Indoor

Each morning, the designated staff member is required to check inside the preschool room to ensure the space is safe for the children attending. This involves:

- checking power points and ensuring safety plugs are installed on power points not being used;
- checking ceilings and walls for water damage (particularly after excessive rainfall);
- making sure the flooring is free of foreign objects;
- ensuring the equipment being used (e.g. chairs, tables etc.) are in good working condition; and
- checking the heating/cooling systems are working appropriately.

Outdoor

Each morning, the BSO is required to walk around the preschool grounds outside to conduct a safety check. This involves:

- checking the grounds for foreign objects (e.g. glass, sticks, mushrooms etc.) and removing these if found;
- checking fixed equipment to ensure it is still in working order;
- making sure other equipment in the shed is checked before it is put out on the grounds for the children to play with.
- Staff are required to sign the checklist form (for indoor and outdoor) which can be found in the staff office above the pigeon holes/ in black folders on the table near the door.

Reviewed April 2021