

## **Considerations for Promoting Physical Activity and Setting up Outdoor Equipment Procedures Caroline Chisholm Preschool Unit**

### **Physical Activity**

To promote healthy physical development through physically active play in children, Caroline Chisholm Preschool Unit will:

1. Provide safe and adequate space in both indoor and outdoor play area for physically active play
2. Engage children in physically active behaviours that are suitable for their developmental ability
3. Plan opportunities for children to be physically active by providing space and experiences that vary on a regular basis in children play area
4. Ensure a balance of active and sedentary experiences.

### **Setting up Outdoor Equipment**

Educators at Caroline Chisholm Preschool unit value the learning that occurs in the outdoor environment and the potential for children to challenge themselves both physically and cognitively. To ensure the safety of children in the outdoor environment, educators need to consider the placement and suitability of nonfixed/mobile equipment. In particular, the following aspects should be considered:

- Does the equipment meet Australian Standards?
- Will the placement of a particular piece of equipment allow children to access dangerous areas (e.g. climb over the fence/gate, access the roof etc.)?
- Is the height of the equipment greater than 1500mm?
- Is there appropriate material under the equipment fall zone (e.g. soft fall, tan bark etc.)? Should be placed under equipment to extend/enhance the fall zone?
  - Free height of fall – less than or equal to 500mm - 1.5m fall zone
  - Free height of fall 1.0m (1000mm) – 1.7m fall zone
  - Free height of fall 1.5m (1500mm) – 1.9m fall zone
- Are components of mobile equipment joined together in such a way as to provide maximum stability and minimise the potential for children's fingers getting caught?

The preschool team have established shared guidelines as to the use of equipment in the playground to ensure consistency amongst educators and to support children in their development across a range of domains.

The Preschool grounds are checked each morning before the children arrive. This involves a boundary walk and walk around the equipment checking that unsafe objects have not been thrown into the grounds overnight and that the equipment is safe. Any unsafe items are immediately removed. If equipment is

damaged, the BSO is called immediately to fix. The area is cordoned off to prevent children playing on the equipment.

The sandpit is covered after use each day with a tarpaulin. Sand is 'topped up' annually or when required to ensure the level of play sand is safe.

The Education and Training Directorate provides an annual OH&S checklist, this is completed each semester by the Preschool staff and the WHS officer completes a Corrective Action Plan when required.

Updated May 2022

## DELETE THOSE NOT RELEVANT

### Territory Privacy Principle 5 (TPP5) Privacy Notifications

#### Excursions

If you fill in this form, your personal information and that of your child will be collected and handled by the ACT Education Directorate (ED) (Caroline Chisholm School). This information is necessary for us to be able to manage student participation in excursions, and support the welfare and safety of your child. If you do not consent to supply us with this information your child will be unable to participate in the excursion.

Normally we will not use or disclose this information for another purpose, without your consent, unless you would reasonably expect us to use or disclose the information for a related purpose.

Normally we only share information with school staff and, where necessary, parents or volunteers assisting with the excursion in order to appropriately and effectively manage the excursion.

The Directorate has a privacy policy that explains how we handle personal information, including how we handle privacy complaints. The policy is available on the Directorate's website (<https://www.education.act.gov.au>) on the About Us page.

#### Photo/Video Permissions/school newsletters and websites (consent forms at the school level)

If you fill in this form, your personal information and that of your child will be collected and handled by the ACT Education Directorate (ED) (Caroline Chisholm School). This information is necessary for us when we publish photographs, video recordings and newsletter items relating to your child, including publication on the school's website. You are not required to grant permission – this is a matter entirely at your discretion.

Normally we only share information with the school community through school newsletters and on the school website in order to acknowledge students' work and success and share information about school events and activities. Students are only identified by their *first name/first name and initial of surname/photograph*. Normally we will not use or disclose this information for another purpose, without your consent, unless you would reasonably expect us to use or disclose the information for a related purpose. However, you need to be aware that images and information published on the school website can be copied and used by other web users and therefore the school has no control over its subsequent use and disclosure. The Directorate has a privacy policy that explains how we handle personal information, including how we handle privacy complaints. The policy is available on the Directorate's website (<https://www.education.act.gov.au>) on the About Us page.

#### Emergency treatment plan

If you fill in this form, your personal information and that of your child will be collected and handled by the ACT Education Directorate (ED) (Caroline Chisholm School). This information is necessary to provide or arrange first aid and other medical treatments for any student with a medical condition that could lead to a medical emergency. The information collected will be held at your child's school and will be made available to staff of the school, to medical or paramedical staff in the case of an accident or emergency and provided to the First Aid Officer for any offsite excursion.

If you do not consent to supply us with this information and complete an *Emergency Treatment Plan* for your child, only standard first aid will be administered to your child. Normally, we will not use or disclose this information for another purpose, without your consent, unless you would reasonably expect us to use or disclose the information for a related purpose. Normally we only share information with government or private medical or para-medical staff and other relevant officers in the event of an accident or emergency. The Directorate has a privacy policy that explains how we handle personal information, including how we handle privacy complaints. The policy is available on the Directorate's website (<https://www.education.act.gov.au>) on the About Us page.

#### Medical information and consent form

If you fill in this form, your personal information and that of your child will be collected and handled by the ACT Education Directorate (ED) (Caroline Chisholm School). This information is necessary for us to provide or arrange first aid and other medical treatments for your child in case of the requirement for first aid and/or in the event of an accident or emergency either at school or off site on excursions.

If you do not consent to supply us with this information and complete a *Medical Information and Consent Form* for your child, only standard first aid will be administered to your child.

Normally, we will not use or disclose this information for another purpose, without your consent, unless you would reasonably expect us to use or disclose the information for a related purpose.

Normally we only share information with government or private medical or para-medical staff and other relevant officers in the event of an accident or emergency. The Directorate has a privacy policy that explains how we handle personal information, including how we handle privacy complaints. The policy is available on the Directorate's website (<https://www.education.act.gov.au>) on the About Us page.

## **Athletics Carnival**

If you fill in this form, your personal information and that of your child will be collected and handled by the ACT Education Directorate (ED) (Caroline Chisholm School). This information is necessary for us to manage student participation and attendance at the athletics carnival, and support the welfare and safety of your child.

If you do not consent to supply us with this information your child will be unable to attend/participate in the carnival.

Normally, we will not use or disclose this information for another purpose, without your consent, unless you would reasonably expect us to use or disclose the information for a related purpose.

While we will not usually disclose this information to third parties, we may share this information with other public (ie government) and non-government schools in the case of inter-school or inter-state state events in order to manage the event effectively. The Directorate has a privacy policy that explains how we handle personal information, including how we handle privacy complaints. The policy is available on the Directorate's website (<https://www.education.act.gov.au>) on the About Us page.

## **Swimming pool or water based activity event**

If you fill in this form, your personal information and that of your child will be collected and handled by the ACT Education Directorate (ED) (Caroline Chisholm School). This information is necessary for us to manage student participation and attendance at swimming pool and water based activity events, and support the safety of your child.

If you do not consent to supply us with this information your child will be unable to attend/participate in the event.

Normally, we will not use or disclose this information for another purpose, without your consent, unless you would reasonably expect us to use or disclose the information for a related purpose.

While we will not usually disclose this information to third parties, we may share this information with other public (ie government) and non-government schools in the case of inter-school or inter-state state events in order to manage the event effectively. We may also share information with government or private medical or para-medical staff and other relevant officers in the event of an accident or emergency. The Directorate has a privacy policy that explains how we handle personal information, including how we handle privacy complaints. The policy is available on the Directorate's website (<https://www.education.act.gov.au>) on the About Us page.