



# The English School of Mongolia

ESM Sarguuli  
Bayanzurkh Duureg  
1r Khoroo  
T + 979 (11) 451265  
www.esm.edu.mn

## The English School of Mongolia (ESM) Preschool

### Providing a Child Safe Environment

#### Introduction

Supervision is part of the duty of care that requires teachers to attend to children at all times. Supervision, together with thoughtful design and arrangement of children's environments, can prevent or reduce the severity of injury to children. Children often challenge their own abilities, but are not always able to recognize the potential risks involved. Teachers need to actively supervise children to identify risks and therefore minimize injury.

#### Procedures

##### Staff and Teachers will:

- Ensure that children are adequately supervised at all times;
- Organize rooms and environments to minimize risks to children;
- Monitor and minimize hazards and safety risks in the environment;
- Implement our *Child Protection Policy*;
- Take every reasonable precaution to protect children being educated and cared for by the service from harm and from any hazard likely to cause injury.

#### Supervision

##### The Approved Provider will:

- Ensure that sufficient numbers of teachers are employed to ensure adequate supervision of children at all times; and
- Adopt policies and procedures to protect children being educated and cared for by the service from harm and from any hazard likely to cause injury.

##### The Nominated Supervisor will:

- Draw up rosters to ensure that adequate numbers of teachers are on duty to meet ratio and qualification requirements and to ensure adequate supervision of children at all times;

- Engage casual staff as needed by first utilizing the ESM inducted casual staff list and then agency staff;
- Ensure that the staff is aware of the need for adequate supervision of children at all times. This may include the development of supervision charts for outdoor or indoor areas; and
- Ensure policies designed to protect children being educated and cared for by the service from harm and from any hazard likely to cause injury are implemented and that all staff are aware of these policies and procedures.

**Teachers will:**

- Adequately supervise children within their room/group at all times by:
  - Careful positioning of staff to maximize their supervision area
  - Avoiding putting their backs to children
  - All situations are assessed in accordance to each child's development and staff understand the need for balance of close supervision and independent play
  - Replacing staff if a staff member needs to move away from a supervised area
  - Avoiding taking part in other activities that distract them from supervision
  - Reiterating safety rules to children
- One staff member outside must have the full vision from the back corner near the shed unless an alternate strategy is set up.
- There must be 2 staff members with children at all times.
- The teachers must be within reasonable view of each other e.g. Vision from classroom to bathroom and standing in bathroom doorway when required, checking visibility where children build a cubby.
- All changeovers for breaks must be consciously handed over with a verbal acknowledgment and a sign in of the required form. This includes After Hours handover.
- The coordinator can be called in if a teacher needs to attend to something that compromises supervision safeguards.
- Kitchen preparation must be done before children arrive or after children leave or by the floater, when not working directly with children. Teachers cannot go inside to complete tasks without replacement supervision. They can call the floater or office staff or do it after their tea break time while being relieved.
- Lines of visibility after sleep time must be of a reasonable possibility through windows and an open door when one staff member and children start to move outside.
- The outside bathroom must be latched open all day. Only preschool children may use it. Families, siblings, visitors and staff must use the staff bathroom.
- Inform the Office whenever supervision is inadequate within their room to ensure the health and safety of all children.

## **Organization of Rooms and Environments**

### **The Approved Provider will:**

- Make sufficient allowance within budgets to allow for the replacement of worn and damaged equipment and resources which may provide safety risk for children; and
- Make sufficient allowance within budgets to allow the adequate maintenance of all indoor and outdoor environments.

### **The Coordinator will:**

- Organize rooms and groupings to enable adequate supervision of children and so to minimize the risk to children; and
- Notify repairs and maintenance to equipment and environments in a timely manner and follow up with Maintenance staff.

### **Teachers and staff will:**

- Organize indoor and outdoor spaces to ensure risks to the health and safety are minimized; and
- Complete a safety check list for the indoor and outdoor environment daily.
- Maintain outside areas and clear them of rubble, garden debris and lock away all garden equipment.
- Discuss safety issues with children and where appropriate involve them in setting safety rules.
- Rake sandpits daily.
- Identify any risks to health and safety and inform the Coordinator of repairs and maintenance needed within the service to ensure the health and safety of children.

## **Risk Assessment**

### **The Director and the Coordinator will:**

- Conduct a risk assessment of the service environment on a quarterly basis with the to determine any risks to children's health and safety.
- Analyse and evaluate the risks associated with identified hazards;
- Determine appropriate ways to eliminate or control identified hazards; and
- Review the risk assessments after any serious incident report is made to the Department of Education and Communities.

### **Teachers and staff will:**

- Report any risks or hazards within the service to the Director/coordinator as soon as possible.

## **Child Protection**

The Approved Provider, Coordinator, Teachers and Staff will comply with the requirements of the service's child protection policy to ensure the minimization of children's risk to harm. Refer to *Child Protection Policy*:

## **Evaluation**

Children are healthy and safe at our service and the number of serious health and safety incidents is reduced over time.

**Policy Reviewed: March, 2019**