### Logo  Description automatically generatedElermore Vale Public School

### Social distancing procedure

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| Associated National Quality Standards | Education and Care Services National Law or Regulation | Associated department policy, procedure or guideline |
| 2.16.2 | Regulation 85Regulation 86Regulation 87Regulation 88 | DoE COVID-19 guidelines Social distancing guidelines  |
| **Pre-reading and reference documents** |
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| **Staff roles and responsibilities** |
| **School 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
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| **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 includes: * 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.
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| **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.
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| **Procedure** |
| * At Elermore Vale Public School Preschool educators have sought advice and information from the Australian Department of Health website  and use updated information from the NSW Department of Education response to COVID-19, on the department department’s website to guide decision making.
* Preschool staff work with the school Principal (Educational Leader), to ensure social distancing procedures are in place and adhered to in the school setting for the safety of all children and staff.
* Educators are implementing increased hygiene procedures to ensure the preschool is a clean and safe environment.
* Educators communicate with children, in a sensitive way, what is happening and why, using books or videos to explain coronavirus to children. For example, The Wiggles song, Social distancing is also used by educators to teach children about social distancing. The video, ‘Time to come in Bear’, is a children’s story about social distancing has been shown to the children and discussed.
* Educators regularly discuss ‘social distancing’ with children and remind children about keeping space between each other in the classroom and outside while playing. For example, Chairs can be removed from the tables to ensure that numbers are socially distancing at the table activity.
* During transition times when moving from one area to another, children refrain from lining up. Educators ensure that they allow more time for children to transition and ensure all children are supervised during this time. Educators maintain continuous communication between each other and remind children to keep their space and ‘keep their hands to themselves’.
* Educators are regularly and more frequently using the outdoors where children are less likely to be in close contact with each other.
* Educators have introduced staggered meals times to limit the number of children eating at the same time. Educators regularly remind children of safe hygiene practices at mealtimes and talk to the children about why it is not healthy or safe to share food.
* Families have been asked to only have one person walk their preschool child in to limit contact. Regular communication is shared about social distancing with families through our social media, and school website. All families are regularly informed of any changes to these arrangements.
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| Record of procedure’s review |
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| **Date of review and who was involved** |
| 29/04/2022Preschool team- Louise Dittberner, Jo Morgan and Nicole Budden |
| **Key changes made and reason/s why** |
| Updated into new DoE proforma |
| **Record of communication of significant changes to relevant stakeholders** |
| No new changes  |

| Record of procedure’s review |
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| **Date of review and who was involved** |
| 1/06/2023Preschool team-Kristen Rowe Louise Dittberner, Jo Morgan and Nicole Budden |
| **Key changes made and reason/s why** |
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| **Record of communication of significant changes to relevant stakeholders** |
| This localised procedure has not been implemented in the past 12 months as the pandemic is no longer a threat and therefore social distancing is no longer required. The localised procedure will still be actioned if COVID-19 has another outbreak and social distancing is required.  |

*Copy and paste a new table to record each occasion the procedure is reviewed.*