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Home



Find out more about our goals and our focus in our philosophy statement (PDF 577KB)
(https://www.preschools.sa.gov.au/sites/default/files/cambrai_preschool_philosophy.pdf)

Governing council

We invite you to join the governing council, which meets twice a term to ensure the smooth running of the preschool. Read through what a governing council does
(<https://www.education.sa.gov.au/sites-and-facilities/governing-councils/understanding-governing-councils/what-governing-council-does>) and speak to us to register your interest.

Acknowledgement of Country

We acknowledge the traditional owners of the land we are on and pay our respects to their Elders past and present, and extend that respect to other Aboriginal people who are present today.

Bushfire risk

On forecasted 'catastrophic' fire danger days we will be closed. Make sure you know how we intend to contact you in this situation. You can find more information about an active bushfire from the CFS website (<https://www.cfs.sa.gov.au/site/home.jsp>). See our bushfire action plan (PDF 1364KB) (https://www.preschools.sa.gov.au/sites/default/files/cambrai_preschool_bushfire_action_plan.pdf) and the bushfire page on the Department for Education's website (<https://www.education.sa.gov.au/sites-and-facilities/bushfires-and-emergency-closures/bushfire-information>) for general information.

Contact us

Preschool director: Mrs Michele Holloway

Phone: (08) 8564 5028

Fax: (08) 8564 5102

Email: dl.0747.info@schools.sa.edu.au

Street address: Main Road Cambrai SA 5353

Postal address: c/- Cambrai Area School c/- Post Office Main Road Cambrai SA 5353

What we offer

We offer a number of programs and services to support your child's early years learning (<https://www.education.sa.gov.au/teaching/curriculum-and-teaching/primary-and-secondary-curriculum/curriculum-taught-south-australia>).

Preschool program

Times

Your child can attend preschool for up to 30 hours per fortnight.

Monday	Tuesday	Wednesday	Thursday	Friday
–	8.30am to 3.05pm	–	8.30am to 3.05pm	8.30am to 3.05pm even weeks

Fees

The parent contribution is \$30 per term. See our enrolment and fees page (<https://www.preschools.sa.gov.au/cambrai-preschool/getting-started/enrolment-and-fees>) for more information.

What to bring

Your child needs to bring these items each day:

- bag
- broad-brimmed, legionnaire or sun-safe hat (without chin straps)
- change of clothes
- drink bottle containing water
- healthy snack
- packed lunch.

Please write your child's name on all their belongings.

What not to bring

Children should not bring these things:

- food containing nuts (some children have nut allergies that can be dangerous)
- unhealthy food or drink (lollies, chocolate, chips, fizzy drinks)
- toys from home.

Additional information

Please read our drop-off and pick-up procedure (PDF 342KB)
(https://www.preschools.sa.gov.au/sites/default/files/cambrai_preschool_dropoff_and_pickup.pdf).

Development folder

At the end of each term your child's development folder will be sent home containing their activities and learning outcomes for you to view. We appreciate any comments and prompt return after viewing the folder.

Communication book

Your child will be provided a communication book to help pass on any messages between home and preschool. If you have written a message please tell your child to bring the book to the director to read. It is important for your child to have this book at each visit.

Library day

On Tuesdays we visit the community library for your child to have the opportunity to borrow books to read at home. We will provide a cloth bag at the start of the year and ask that books be returned each Tuesday, so more books can be borrowed.

Meal times

Our fruit time is 8.45am, recess at 10.45am and lunch at 2.45pm. All children are supervised while they eat their recess and lunch. All wrappers, packaging or remaining food is sent home.

Please read our healthy eating policy (PDF 153KB)
(https://www.preschools.sa.gov.au/sites/default/files/cambrai_preschool_healthy_eating.pdf) for more information.

Occasional care

Occasional care is for children under school age who aren't in any other early childhood education and care programs, such as preschool, childcare or family day care. It promotes young children's development by giving them access to high-quality early childhood education.

It may help parents to take part in a range of activities including non-work and casual work commitments.

Priority of access

The education department has a priority of access policy (<https://www.education.sa.gov.au/parenting-and-child-care/your-childs-education/childcare-and-preschool/occasional-care>) to decide who can get into occasional care. This might mean that some families get more sessions than others.

Talk to us (<https://www.preschools.sa.gov.au/cambrai-preschool#contact-us>) about enrolling in occasional care.

Times

Children generally can go to 1 session a week.

Children over 2 years old

Monday	Tuesday	Wednesday	Thursday	Friday
–	–	12.00pm to 3.00pm	–	–

Cost

This program costs \$5 per session and \$2.50 for siblings.

If you have an Australian Government Pensioner Concession or Health Care Card, the cost is \$1.50 per session and 75 cents for siblings.

What to bring

Children need to bring these items:

- bag
- broad-brimmed, legionnaire or sun-safe hat (without chin straps)
- change of clothes
- nappies if required
- drink bottle containing water
- healthy snack
- packed lunch (please refer to our food policy).

Please write your child's name on all their belongings.

Playgroup

Everyone is welcome to playgroup—mum, dad, grandparents and carers. Each week there is a planned activity which your child can do and take home.

Times

Wednesday 10.00am to 12.00pm during school term.

Cost

\$2 a week per family.

What to bring

Your child needs to bring these items each day:

- fruit - this is for a shared fruit platter for morning tea
- hat.

Please write your child's name on all their belongings.

Additional information

Experiences are set up for indoors and outdoors. If your child is playing outdoors, they must wear a hat. After each session everyone is asked to help clean up.

For any questions please contact the playgroup coordinator on 8564 5028.

Disability support

There is support available for children with disability (<https://www.education.sa.gov.au/supporting-students/children-disability-and-special-needs>). Talk to us for more information.

Enrolment and fees

When your child can start preschool

Your child is entitled to access 1 year of preschool.

If your child turns 4 before 1 May, they can start preschool at the beginning of the year. If your child turns 4 on or after 1 May, they can start the next year.

If you want to delay your child's start to preschool or you're not sure about when they should start, please talk to us about your options.

If your child is Aboriginal or under guardianship (in care) they are eligible for 12 hours of preschool after they turn 3. They will then be eligible for 15 hours per week of preschool in the year before they start school.

Early entry

Your child may be able to come to preschool 1 term earlier, in term 4 the year before starting their preschool year, if they:

- have additional needs or disability
- are learning English as an additional language or dialect
- are at significant risk because of family circumstances.

Early entry is for up to 6 hours per week, if places are available.

Access is decided on a case-by-case basis.

Please contact us if you want more information about early entry.

Enrolling your child

You can register your interest to enrol your child with us by using the preschool registration of interest form (<https://www.education.sa.gov.au/doc/preschool-registration-interest-form>). This form is also available from us.

Try to register your interest by 30 June, but you can do this any time during the year.

Priority will be given to children living in our catchment area (<https://www.preschools.sa.gov.au/cambrai-preschool#location>). If you don't live in our catchment area you should indicate at least 2 other preschool options on your form.

If we can give your child a place with us we'll send you an offer letter in term 3 (<https://www.education.sa.gov.au/teaching/south-australian-state-schools-term-dates>). You can accept the offer by filling in and sending back the acceptance slip by the due date.

Before your child starts

We will contact you in term 4 about an orientation session. This will be a 1-hour session where you can ask questions.

Before they start preschool your child can come to pre-entry transition visits. These will be in term 4 and are a chance for your child to meet our staff and other children.

Fees

We ask you to contribute towards the cost of your child attending preschool.

The parent contribution is \$120 per year. You can choose to pay the total amount at the beginning of the year or pay 4 instalments of \$30 each term (<https://www.education.sa.gov.au/teaching/south-australian-state-schools-term-dates>). This can be arranged with the school finance officer.

We offer other programs that may have an additional cost (<https://www.preschools.sa.gov.au/cambrai-preschool/getting-started/what-we-offer#cambraiprograms>).

When to pay

We will invoice you early in term 1 via your child's bag.

Payments are due by 31 March. If you would like to pay by instalments, they must be arranged early in the term.

Please contact us (<https://www.preschools.sa.gov.au/cambrai-preschool#contact-us>) if you are having difficulty paying.

How to pay

Cash or cheque

You can pay cash or cheque at the Cambrai Primary School front office. Please put the payment in a sealed envelope with your child's full name on the front. Put the envelope in the payments box at the school front office.

EFT information

You can pay by direct deposit.

BSB: 105021

Account number: 104132140

Please use your tax invoice number or your child's full name as the reference.

Immunisations

When you enrol your child you will be asked to provide evidence of their immunisation status (<https://www.education.sa.gov.au/supporting-students/health-e-safety-and-wellbeing/early-childhood-services-immunisation-requirements>).

Reports and plans

National Quality Standard rating

Our services are assessed and rated against 7 quality areas of the National Quality Standard.



Overall Rating: Meeting NQS

Quality Area Ratings

- | | | |
|----------|--|-------------|
| 1 | Educational program and practice: | Meeting NQS |
| 2 | Children's health and safety: | Meeting NQS |
| 3 | Physical environment: | Meeting NQS |
| 4 | Staffing arrangements: | Meeting NQS |
| 5 | Relationships with children: | Meeting NQS |
| 6 | Partnerships with families and communities: | Meeting NQS |
| 7 | Leadership and service management: | Meeting NQS |

Rating for: Cambrai Preschool

Rating issued: July 2018

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Quality improvement plan

An assessment of the programs we offer against the National Quality Standard and national regulations. It identifies areas for improvement and includes our philosophy statement.

Quality improvement plan (PDF 520KB)

(https://www.preschools.sa.gov.au/sites/default/files/cambrai_preschool_qip.pdf)

Annual report

A report on our progress, achievements, highlights and challenges for the year.

Annual report (PDF) (<https://www.decd.sa.gov.au/>)

Parenting support

Giving your child a strong start in the early years

Research tells us that quality education and care early in life leads to better health, education and job outcomes in adulthood. Children are learning and growing from the time they are born. The greatest influence on a child's future health, development and happiness is in the first 5 years of life.

We're working with families to take a 'learning together' approach about child development in the early years.

Parenting resources

Several early childhood parenting resources are available to help your child learn and grow right from the start.

Little Big Book Club (<http://www.thelittlebigbookclub.com.au/>) supports parents to read, sing and play with their children from birth, with access to book recommendations, reading packs and resources.

Dad's Read (<http://dadsread.org.au/>) offers advice for fathers to encourage reading together with their child.

Parenting SA (<https://www.education.sa.gov.au/parenting-and-child-care/parenting/parenting-sa>) has free parenting factsheets, videos and upcoming seminars on many parenting topics.

Positive Parenting program
(<http://www.triplep-parenting.net.au/au-uk/en/find-help/triple-p-parenting-in-south-australia/?itb=bc37e109d92bdc1ea71da6c919d54907>) has free seminars, workshops and one-on-one sessions for parents of children aged 3 to 12 years.

Learning with your child (GreatStart)
(<https://www.education.sa.gov.au/parenting-and-child-care/parenting/learning-your-child-greatstart>) gives parents everyday learning ideas and activities to help build their child's maths and language skills.

Raising Children Network (<http://raisingchildren.net.au/>) provides up-to-date, evidence-based, scientifically validated information about raising children and caring for yourself as a parent or carer.

Cambrai Preschool and Occasional Care

Water Safety - Site Procedure

At Cambrai Preschool and Occasional Care, we acknowledge that children need opportunities to develop their understandings of the natural environment. Experiences with water allow children to actively explore & discover the environment. Knowledge of potential hazards will assist Staff to provide a safe environment for learning.

National Quality Standard 2.3
Regulation 168 (2) (a)
Related Key Regulations: 101 (2) (b)

Procedure:

- Staff will always be in direct supervision of water activities
 - All water containers- troughs, buckets, containers- will be emptied immediately after use
 - Children will have access to safe clean drinking water
 - Staff only to switch on/off taps (garden)
 - Water temperature is set by a tempering valve & is regularly monitored (on the preventive Maintenance Schedule monitored by DPTI- Building Management Services)
 - Paddling pools will not be used. It is recommended that sprinklers, sponges and ice play is a safe alternative
 - When children are taken on an excursion to swim or where there is a significant water hazard, educators are to conduct a risk assessment in accordance with the requirements of Regulation 100 and 101 of the *Education and Care Services National Regulations 2011*.
-

Reference:

DECD Preschool Water Safety Procedure
Kidsafe NSW- Water Safety

Our service, Cambrai Preschool & Occasional Care will review the Water Safety Site Procedure every 2 years so as to incorporate current advice from recognised authorities

Date: 18-3-2019

Review: 18-3-2021

Cambrai Preschool & Occasional Care Toileting & Nappy Change Procedures

National Quality Standard 2.1

Regulation 168 (2) (c)

Related Key Regulations: 88

Nappy changing and children's toileting are a common practice. At Cambrai Preschool & Occasional Care, toileting & nappy changing are positive experiences which support the individual needs of children, promote their wellbeing & encourage them to develop independence. The Staff implement current practices to maintain health & safety for all.

For Staff:

- Discuss & share with families their children's toileting & nappy changing procedures to meet each individual child's needs
- Supervise children at all times unless the child has gained independence & no longer needs adult assistance
- Always undertake precautions and wear gloves
- Talk with children using correct terms about the simple rules of hygiene & appropriate toilet practices
- Interact with children to make toileting & nappy change a positive experience
- Acknowledge children's success. Be helpful & encouraging
- Ensure children's privacy & dignity
- Manage toileting accidents sensitively when they occur & reassure child
- Changing nappies or toileting to be carried out on a regular basis
- Soiled clothing to be removed, tied in a plastic bag & deposited in hands-free lidded clothing bin in cupboard
- Remove the child's nappy, place in a plastic bag, tie & put in hands-free lidded nappy bin in cupboard
- Encourage self-help skills such as dressing & manipulating clothing

Procedure for nappy changing:

- Wash hands
- Place disposable change mat on the change table
- Always wear gloves when changing a nappy
- Remove any clothes with urine or faeces on them, place in a plastic bag, tie & deposit in hands-free lidded bin for clothing in cupboard
- Remove nappy & place in plastic bag, tie & put in hands-free lidded nappy bin in cupboard
- Clean the child's bottom
- Remove the disposable change mat & place in plastic bag
- Remove gloves by peeling them back from your wrists, turning them inside out as you go
- Put gloves into plastic bag with disposable change mat, tie & place in hands-free lidded nappy bin in cupboard
- Place a new nappy on the child
- Dress the child if needed
- Wash & dry child's hands
- Take the child away from the change table
- Clean the change table with detergent & warm water
- Wash your hands

Reference:

OHS&W:HR- Infectious Disease Control Procedure
[Health Resources for DECD - Staying Healthy - Preventing infectious diseases in early childhood education and care services - 5th Edition](#)

Our service, Cambrai Preschool & Occasional Care will review the Toileting & Nappy Change Procedures every 2 years so as to incorporate current advice from recognised authorities.

Date: 18-3-2019

Review: 18-3-2021

Cambrai Preschool & Occasional Care

Sustainability Policy

Cambrai Preschool & Occasional Care takes an active role in caring for the environment, and promoting and contributing to a sustainable future. Our aim is for Cambrai Preschool & Occasional Care to be a place where environmental education is embedded into our daily routines and programmes.

National Quality Standard 3.3

Cambrai Preschool & Occasional Care will encourage and increase awareness of environmental responsibilities and implement practices that contribute to a sustainable future ensuring that children can develop positive attitudes & be supported to become environmentally responsible and show respect for the natural environment. Also to become aware of the interdependence between people, plants, animals and the land. Educators and children will work together to show respect, care and appreciation for the natural environment.

Strategies for Policy Implementation

Children:

- Will be encouraged to be involved in sustainable practices as much as possible
- Will be prompted to question (e.g. where do uneaten scraps go?)
- Will be introduced to concepts of drought, water conservation, caring for animals/plants, gardening, recycling etc

Families:

- Will be encouraged to donate material that can be reused such as boxes for making, paper for drawing and plastic containers for water tasks
- Will be invited to join the children in planting trees

Educators/staff:

- Will inform families of sustainable practices at the site in the newsletter, Development Folder, etc.
- Will include recycling as a part of their everyday practice on site
- Will role model sustainable practices and responsible recycling
- Will maintain a vegetable patch
- Will incorporate natural and/or recycled materials into children's learning and activities
- Will use available resources and teaching aids to communicate environmental messages for children
- Will utilise outdoor environments and the efficient use of natural resources
- Will programme: linking garden to cooking to eating (from seed to table), caring for animals, life cycles

Reference:

Environmental education in early Childhood: www.eeec.org.au

Australian Association for Environmental Education: www.aaee.org.au

Our service, Cambrai Preschool & Occasional Care will review the Sustainability Policy every 2 years so as to incorporate current advice from recognised authorities

Date: **18-3-2019**

Review: 18-3-2021

Cambrai Preschool and Occasional Care

Skin Protection Site Policy

At Cambrai Preschool and Occasional Care we foster children's capacity to understand and respect social and natural environments to create learning environments that encourage children to explore, solve problems, create, construct and play in safe conditions.

At Cambrai Preschool and Occasional Care, the following appropriate measures are implemented to protect children from overexposure to ultraviolet radiation.

National Quality Standard 2.3

Regulation 168 (2) (a) (ii)

The policy is in place from the beginning of September until the end of April in South Australia when the ultraviolet radiation (UVR) level is 3 and above.

- All children and staff are encouraged to wear a broad brimmed, legionnaire or bucket hat (bucket hat must have a deep crown and minimum 5 cm brim for children under 5 years of age and 6cms for older children and adults) whenever they are outside, during the high risk period from September to end of April.
- Parents are encouraged to dress their children in appropriate protective clothing. This includes legionnaire style or broad brim hats and preferably tops with collars and sleeves (no straps or singlet tops). Loose light coloured, closely woven fabrics are ideal.
- Children are directed to play in shaded areas where possible and on high UV days and between the hours of 11am and 3pm, if outdoors, we will endeavour to provide activities in protected/shaded areas.
- Children who do not have appropriate hats with them will be offered one to wear or are asked to play indoors protected from the sun.

- Staff to act as positive role models by routinely practising SunSmart behaviours including wearing appropriate hats and clothing when outdoors.
- SPF 30+ broad spectrum, water resistant sunscreen is applied in the afternoon, after lunch, 15-20minutes before going outside and reapplied if involved in water activities.
- On excursions, maximum skin protection procedures will be followed.
- At orientation, staff and parents/carers will be informed of the sun protection policy.
- The centre will incorporate sun protection awareness activities in the teaching programs & teachable moments:
 - to encourage positive attitudes towards skin protection
 - to promote lifestyle practices
- Use shade of trees, pergolas, umbrellas, tents when outdoors for outdoor activities particularly from 1 September to 30 April.

Reference

Sun Smart Early Childhood program- www.sunsmart.com.au

Cancer Council SA <http://www.cancer.org.au>

OHS&W: HR

Our service, Cambrai Preschool and Occasional Care will review the Skin Protection Policy and procedures every 2 years so as to incorporate current advice from recognised authorities

Date: 18-3-2019

Review: 18-3-2021

Cambrai Preschool

Philosophy Statement

At Cambrai Preschool, we aim to provide a high quality educational service for children and families. We seek to develop effective partnerships between families, students, community and staff.

The guiding principles of the National Quality Framework are:

- The rights of the child are paramount
- Children are successful, competent and capable learners
- Equity, inclusion and diversity underpin the framework
- Australia's Aboriginal and Torres Strait Islander cultures are valued
- The roles of parents and families are respected and supported
- Best practice is expected in the provision of education and care services

These guiding principles underpin Cambrai Preschool's philosophy in conjunction with BELONGING, BEING & BECOMING The Early Years Learning Framework for Australia.

The outcomes for the Early Years Learning Framework are:

1. Children have a strong sense of identity
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

These outcomes direct our daily actions and interactions with the children who are in our care and support the intentional planning of learning opportunities that are provided at this small, rural school based preschool.

With Respect to Children

We believe:

- 👉 That each child is a unique individual whose social, cognitive, physical and emotional wellbeing develops at his/her own rate
- 👉 That children learn most effectively through play and hands-on experiences
- 👉 That partnerships with families enhance children's wellbeing and learning

We aim to support this by:

- 👉 Ensuring children feel safe, both physically and emotionally
- 👉 Providing a safe environment where children are encouraged to explore
- 👉 Providing a variety of learning experiences appropriate to their developmental needs which support the holistic development of a child
- 👉 Being respectful of each individual child and the family background from which he/she comes (social, physical, gender blend, religious, racial)
- 👉 Encouraging caring relationships with staff and other children
- 👉 Providing equity of opportunity to support learning

With Respect to Parents and Families

We believe:

- 👉 That parents /guardians and family members are children's primary caregivers and, as such, have played the vital role of being their first educators. They continue to have a major impact on children's learning, as each child progresses through the various phases of development

We aim to support this by:

- 👉 Welcoming them into our preschool and providing a friendly, safe and caring environment where parents/guardians feel confident to leave their children
- 👉 Regularly sharing information about their children and making information on Early Childhood Services available to parents/guardians
- 👉 Informing and communicating with families through Communication Books, Newsletters, Floor Book, Development Folders, Parent/Teacher/Child Interviews and Statements of Learning (Annual Report)
- 👉 Supporting family units across a diversity of cultural and social backgrounds
- 👉 Together with valuing the involvement and participation of family members, encouraging open, meaningful communication
- 👉 Respecting their privacy and maintaining confidentiality

With Respect to Staff

We believe

- 👉 That a positive, supportive environment is necessary for the ongoing wellbeing of staff, which impacts on the wellbeing of the children in their care

We aim to provide this by:

- 👉 Maintaining a safe working environment in accordance with Occupational Health & Safety requirements
- 👉 Supporting continuous learning by staff to maintain and enhance skills
- 👉 Supporting the participation of preschool representatives in whole-of-site governance (as part of the Cambrai Primary School & Preschool Governing Council Inc.)
- 👉 Actively encouraging quality communication between the preschool and home

To ensure the provision of quality children's services, our staff will work as a team to:

- 👉 Provide an environment for children which is friendly, caring and safe
- 👉 Ensure that each child is seen as an individual and value his/her uniqueness
- 👉 Develop effective and inclusive communication strategies with all children, parents/caregivers, staff and community members
- 👉 Demonstrate quality knowledge of child development through appropriate interactions with children and professional conversations with adults
- 👉 Provide a positive role model for children
- 👉 Demonstrate a commitment to the stated preschool philosophy and associated goals
- 👉 Always behave in a professional manner
- 👉 Maintain a high level of confidentiality at all times

With Respect to Governance

The Cambrai Primary School & Preschool Governing Council Inc.'s commitment to the Cambrai Preschool shall be demonstrated through:

- 👉 Preschool families having representation on the Governing Council
- 👉 Meeting its legal obligations as an incorporated body and working within its constitutional framework to ensure quality outcomes for the children in the preschool and students in the primary school
- 👉 Responsible oversight of the funds and resources of both the preschool and primary school
- 👉 Providing opportunities for input and consultation

With Respect to the Broader Community

The Cambrai Preschool will promote quality children's services in the broader community through:

- ☞ Supporting a mutual support network with other community agencies and service groups, such as Cambrai Playgroup, Cambrai Occasional Care, Barossa Early Childhood Intervention Services, Child & Youth Health Services, Child & Adolescent Mental Health Services
- ☞ The provision of opportunities for children to experience visits, excursions and interactions involving people in the wider community

.....
Fiona McGorman
Chairperson
Cambrai Primary School
& Preschool
Governing Council Inc.

.....
Michele Holloway
Principal
Cambrai Primary School
& Preschool

.....
Charmaine Pietsch
Preschool Teacher
Cambrai Preschool

References:

- 📖 BELONGING, BEING& BECOMING The Early Years Learning Framework for Australia 2009
- 📖 Implementation Guidelines for Indicators of Preschool Numeracy & Literacy 2015
- 📖 Cambrai Primary School and Preschool Parent Information Handbook 2018
- 📖 Code of Ethics for the South Australian Public Sector 2009
- 📖 Code of Ethics Overview 2015
- 📖 Code of Ethics for the Teaching Profession in South Australia 2017
- 📖 Early Childhood Australia Code of Ethics 2017
- 📖 CPS&P Staff & CPS&P Gov. Council Inc. discussion 2018

Cambrai Preschool & Occasional Care

Dealing with Medical Conditions

National Quality Standard 2.1

Regulation 168 (2) (d)

Related Key Regulations: 90, 91, 92, 93, 94, 95, 96, 162, 169

At Cambrai Preschool & Occasional Care, the following procedures are in place when dealing with diagnosed Medical Conditions:

- Step 1: During the enrolment process, the provision of general information & provision of a safe supportive environment to families
- Step 2: When a need is identified, collection of health care information (health care plans completed by health care professional), including any emergency first aid associated with the health care needs
- Step 3: Negotiation of an individual support plan which could include:
- support needed during care or learning session
 - conducting a risk assessment
 - completing checklists (e.g. anaphylaxis/allergy) to plan for safety
 - medication administration
- Step 4: Monitoring & reviewing
- ensuring the health care plan & support plan has a review date (every 12 months)
-

Reference:

Health Resources for DECD- Health Support Planning Guidelines for Education & Children's Services

Our service, Cambrai Preschool & Occasional Care will review the Dealing with Medical Conditions every 2 years so as to incorporate current advice from recognised authorities

Date: 18-3-2019

Review: 18-3-2021

Cambrai Preschool & Occasional Care

Dealing with Infectious Diseases

National Quality Standard 2.1
Regulation 168 (2) (c)
Related Key Regulations: 88

At Cambrai Preschool & Occasional Care, the following procedures are in place with the prevention and control of transmission of infection:

standard precautions, as the basic level of infection control to be used at all times

- Supply, maintaining and using protective equipment to minimise the risk of infection e.g. disposable gloves, masks etc.
- hand hygiene & use of gloves (universal precautions) including food handling, cough & sneeze etiquette, toileting, administering first aid which includes blood, broken skin & body substances
- following nappy change procedures
- toileting procedures
- maintaining clean environment
- notification of occurrence of any infectious disease is displayed as prescribed in accordance with regulation 173 (2) (g)

additional precautions, which include [immunisation](#) and exclusion protocols.

- Exclusion of children/staff with infectious disease (recommended minimum periods of exclusion refer to current guidelines e.g. 'You've got what?')
- Notify families of non-immunised children
- Centre maintains records of reported disease outbreaks
- Support Staff to undertake yearly flu vaccinations

Reference:
OHS&W:HR- Infectious Disease Control Procedure

Our service, Cambrai Preschool & Occasional Care will review the Dealing with Infectious Disease every 2 years so as to incorporate current advice from recognised authorities

Date: 18-3-2019

Review: 18-3-2021

Cambrai Preschool and Occasional Care

Hot Weather Site Policy

At Cambrai Preschool and Occasional Care, we provide an environment for children, staff and families to participate safely.

At Cambrai Preschool and Occasional Care we implement the following appropriate measures to protect children, staff and families from the risk of heat stress.

National Quality Standard 2.3
Regulation 168 (2) (a) (ii)
Related Key Regulations: 114

Heat Stress is a factor of both air temperature and relative humidity levels, Cambrai Preschool and Occasional Care applies the following strategies:

For Children:

- **Shade-** Activities conducted in periods of hot weather are to be undertaken in shaded areas.
- **Drinks-** Children are to be frequently offered water or fluids. Drinking water is to be accessible to children at all times.
- **Clothing-** Parents are to be encouraged to dress children in clothing that minimises heat gain, in layers that can be easily removed during activity and of a type that is Sun Safe.
- **Lunch** Parents are to be encouraged to pack food in insulated containers with a freezer brick or frozen water. Our site provides a cool place to store food.
- **In extreme heat conditions-(above 36 degrees Celsius)** activities will be confined to indoors or undercover areas with appropriate activities e.g. water play, sand/water

Staff:

- Must take reasonable care to protect their own health and safety and that of others (duty of care) in the workplace
- Must pay particular attention to children under 4 years of age to reduce the risk of heat illness
- Are to follow the 'Skin Protection Site Policy'

At Cambrai Preschool and Occasional Care

- Parents and guardians delivering and collecting children are advised to stay comfortable within the building and park where possible in shaded areas
- Cooling systems will operate within our building to ensure a comfortable environment for children, staff and families during normal operating times

In extenuating circumstances (such as no air-conditioning):

- Appropriate contingency plans will be activated (emergency, bushfire)
- Cambrai Preschool and Occasional Care has an effective cooling system and will remain open for normal operating hours during hot weather. In the event of a blackout, cool water activities will be provided and parents will be contacted to ascertain whether they wish their child to stay at Preschool or be collected. Children who are unable to be collected will be adequately supervised by staff and kept as comfortable as possible.
- In the event of a breakdown of the Preschool cooling system, children will be appropriately relocated within the school.
- Occasional Care families will be notified individually of the extenuating circumstance so they can collect their child/children if able.

Reference

Sun Smart Early Childhood program- www.sunsmart.com.au

Cancer Council SA <http://www.cancer.org.au>

OHS&W: HR - DECD Heat Stress Procedure

<http://www.decd.sa.gov.au/docs/documents/1/HeatStressProcedure.pdf>

DECD Guidelines to Developing a Hot Weather Policy

Our service, Cambrai Preschool and Occasional Care will review the Hot Weather Policy and conduct a Site Heat Risk Assessment every 2 years incorporating current advice from recognised authorities

Date: 28-3-2017

Review: 28-3-2019

APPENDIX 1

Treatment of Heat Stress

Medical assistance.

Removal of the person from the heat source.

Rest in coolest possible place and provide cool drinking water.

Treatment of Heat Stroke

Treat the affected person **immediately** as heat stroke can cause permanent damage or death. The immediate first aid measures that can be taken while waiting for help to arrive include:

Get the person indoors.

Remove clothing and gently apply cool water to the skin followed by fanning to stimulate perspiration.

Apply ice packs to the groin and armpits.

Have the person lie down in a cool area with their feet slightly elevated.

Intravenous fluids are often necessary to compensate for fluid or electrolyte loss.

Bed rest is generally advised and body temperature may fluctuate abnormally for several weeks after heat stroke.

HEAT STRESS SYMPTOMS FIRST AID TREATMENT HEAT STRESS STAGES	SYMPTOMS	TREATMENT (<i>First Aid</i>)
HEAT CRAMPS	<p>Heavy perspiration, tired and thirsty. Irritability, loss of appetite. Prickly heat rash, nausea. Muscle spasms / twitching, moist cool skin. Painful muscle cramps (limbs and abdomen).</p>	<p>Drink more water. Have a cold shower/bath. Lie in a cool place with legs supported and slightly elevated. Massage limbs gently to ease spasms, or firmly if cramped, then apply ice packs and drink glucose solution. (e.g. cordial). Do not have salt.</p>
HEAT EXHAUSTION	<p>Profuse perspiration. Cold, clammy, pale skin. Fatigue, weakness and restlessness. Headache and vomiting. Weak but rapid pulse. Poor Coordination. Normal temperature, but faintness.</p>	<p>Lay victim down in a cool place as for heat cramps. Loosen clothing and apply wet cloths to head and body. Fan the victim, or move them to an air conditioned environment. Give sips of cold water. If vomiting continues, seek medical assistance immediately.</p>
HEAT STROKE	<p>Confusion, headache, nausea, dizziness. Skin flushed, hot and unusually dry. Dry swollen tongue. High body temperature (>40oC). Deep unconsciousness may develop rapidly.</p>	<p>Seek medical assistance urgently. In the meantime: Lay victim in a cool place and remove outer clothing. If unconscious, check airway and breathing. Cool victim quickly by applying cold water or wrap in a wet sheet and fan them (keep the sheet wet). When conscious, give sips of water.</p>

<http://www.decd.sa.gov.au/docs/documents/1/HotWeatherGuidelinesPresc.pdf>

Hot Weather Guidelines for Preschools 7/02/2011

Page 5-8

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Cambrai Preschool & Occasional Care

Healthy Eating Policy

RATIONALE

Our staff believes in promoting nutritional eating habits in a safe, supportive environment for all children attending this Preschool. We believe that early childhood is an important time for establishing life-long healthy eating habits and can benefit the children in four ways:

- (1) Short-term: maximises growth development and activity whilst minimising illness.
- (2) Long-term: minimises the risk of diet related diseases later in life for example heart disease, strokes, some cancers and diabetes.
- (3) Advice from speech pathologists and dentists indicates that children should be eating crunchy foods.
- (4) Nutrition contributes to good health and well-being and this is vital for positive engagement in learning activities.

RESPONSIBILITIES

Responsibilities of staff:

- To model healthy eating
- To promote and teach the importance of healthy eating practices and snacks as part of the curriculum
- To work with parents to assist in encouraging healthy eating practices for their children

Responsibilities of Parents / Caregivers:

- To provide healthy food for fruit time

CURRICULUM

- Our Preschool integrates nutrition from the *National Quality Standards* and *BELONGING, BEING & BECOMING The Early Years Learning Framework for Australia* relating to the developmental learning outcome: 'Children have a strong sense of well being'.
- Our Preschool staff ensures that children are taught about food and nutrition in the curriculum. Lunch-time, recess and fruit-time are promoted in a positive, relaxed and social eating environment. Self-help skills are also promoted.
- The curriculum is consistent with and promotes the healthy eating guidelines outlined in *The Right Bite Healthy Food and Drink Supply for South Australian Schools and Preschools Policy*.
- Activities will be provided to enhance children's knowledge, attitudes and skills to make positive healthy food choices and learn about the variety of foods available for good health.
- This includes opportunities for children to develop practical food skills like preparing and cooking healthy food.

THE LEARNING ENVIRONMENT

Children at Cambrai Preschool/ Occasional Care have access to fresh, clean tap water which is available at all times and they are encouraged to drink water regularly throughout the day.

Each child is encouraged to:

- Bring their own labelled water bottle
- Eat routinely at scheduled break times
- Eat in a positive social environment with staff who encourage and model healthy eating behaviours
- Use the centre garden to learn about and experience growing, harvesting and preparing nutritious foods

Our Preschool & Occasional Care:

- Provides rewards/encouragements that are not related to food or drink
- Promotes the importance of breakfast and regular meal times
- Teaches the importance of regular healthy meals and snacks as part of the curriculum
- Is a breast feeding friendly site

FOOD SUPPLY

Our Preschool has the following guidelines for families with regard to food brought from home.

Fruit-time

Parents and Carers are asked to supply fruit and/or vegetables for this time to provide children with important vitamins and minerals and also encourage a taste for healthy foods and promote chewing to enhance oral muscle development.

Recess and Lunch

Parents and Carers are asked to pack small serves of nutritious foods as recommended in *The Right Bite Healthy Food and Drink Supply for South Australian Schools and Preschools Policy* guidelines and summarised below:

- Fresh sandwiches or rolls with healthy savoury fillings
- Unsalted crackers and cheese or dip
- Yoghurt
- Dried fruit
- Cheese
- Rice or pasta
- Salads
- Wraps with healthy fillings
- Quiche or zucchini slice
- Fruit, vegetable or cheese muffins
- Tuna or salmon cans
- Cold meats
- Cut up vegetables
- Fresh fruit
- Healthy biscuits

The guidelines do not recommend:

- Fruit Roll-ups
- Chips
- Sweets
- Cordial, Chocolate
- Drinks other than water
- Muesli bars

No Nut Policy

If a child with nut allergies is enrolled at the Preschool, then a *No Nut Policy* applies.

Nuts, items that have had nuts in them or items that have been processed in an area containing nuts **cannot** be brought onto site, including peanut butter/paste, Nutella and muesli bars.

Please consult staff if you are unsure.

If a child with a nut allergy is enrolled, then the curriculum will incorporate learning about food allergies.

Guidelines for children on special diets

Cambrai Preschool Healthy Eating Policy provides for special dietary needs as per children's individual health plans.

Children's birthdays are celebrated with the 'Happy Birthday' song and "Show and Tell". Food treats are not encouraged in line with *The Right Bite Healthy Food and Drink Supply for South Australian Schools and Preschools Policy*.

Food Safety

Our Preschool

- Promotes and teaches food safety and handling procedures to children during food learning /cooking activities.
- Training and professional development by staff is encouraged to enable them to understand the healthy eating guidelines.
- Adequate hand-washing facilities are provided for everyone and correct hand-washing procedures with children and staff are promoted.
- Liaises with families to ensure all food related medical conditions are taken into account when planning activities

Working with families, health services & Industry

Our Preschool/Occasional Care:

- Invites health professionals to be involved in food and nutrition activities with the children
- Provides information from health professionals to families and caregivers on the *Healthy Eating Guidelines* through a variety of media such as:
 - Newsletter
 - Policy development/review
 - Information on enrolment
 - Pamphlet/poster displays
 - Information evenings

Date: 18-3-2019

Review: 18-3-2021

National Quality Standard: 2.2.1, 7.3.1, 7.3.2

DECD Nutritional Food and Beverage Dietary Requirements Regulation 168, 77, 78, 79, 80

Cambrai Preschool & Occasional Care

Excursions

National Quality Standard 2.3

Regulation 168 (2) (g)

Related Key Regulations: 100, 101, 102

Excursions are a part of Cambrai Preschool & Occasional Care's programme. They include spontaneous walks in the surrounding area & town, DECD bus trips to Meldanda, as well as planned excursions further afield.

PROCEDURES

- Staff / child ratios will apply as per regulations
 - Any excursion beyond a local walk involving public transport or the use of private cars will involve a consent form to be signed by all parents and returned before excursion.
 - Permission for local walks and bus trips to Meldanda is included on the preschool enrolment form.
 - Safety and sun protection policy/procedures are applied on excursions.
 - Essentials as deemed necessary will be taken (i.e.: hats, phone, sunscreen, tissues, hand wipes, first aid kit, necessary medication relevant to health care plans)
 - If parent permission is not given, the child concerned will need to remain at home.
 - Parents will be encouraged to attend where possible.
 - Staff will fill out a risk assessment outlining staff and children attending the excursion, destination, return times and transport being used.
 - Notice of excursion will be placed on Centre notice board area.
-

Reference:

DECD Camps & Excursions-Guidelines for Schools & Preschools

Our service, Cambrai Preschool & Occasional Care will review Excursions for Preschool Children every 2 years so as to incorporate current advice from recognised authorities

Date: 18-3-2019

Review: 18-3-2021

Cambrai Preschool & Occasional Care

Emergency & Evacuation

National Quality Standard 2.3
Regulation 168 (2) (e)
Related Key Regulations: 97

The safety of all children and staff at Cambrai Preschool & Occasional Care is of paramount importance and preparation for emergency situations includes:

- Evacuation/invacuation procedures which are displayed prominently in the centre
- records of emergency procedures practised (conducted termly)
- conducting risk assessments to identify potential emergencies to our service

In the event of emergency situations,

- take immediate action as a result of determining risk, ensuring the safety of all in a safe location
- call for assistance
- Notify stakeholders

Follow-up actions include reporting, documenting, debriefing in accordance with DECD Policies & guidelines.

Reference:

DECD OHS&W- Health & Safety Management System
-Risk Management Policy

Our service, Cambrai Preschool & Occasional Care will review the Emergency & Evacuation procedure every 2 years so as to incorporate current advice from recognised authorities

Date: 18-3-2019

Review: 18-3-2021

Cambrai Preschool

Delivery & Collection of Children-

Preschool

National Quality Standard 2.3

Regulation 168 (2) (f)

Related Key Regulations: 99, 158, 160, 176

At Cambrai Preschool, enrolled children are delivered to the preschool by their parents/carers. On arrival, children are acknowledged by Educators and their presence recorded on daily attendance sheets. A signature on a weekly basis is required to confirm the accuracy of this attendance record. Attendance records are entered into the EYS (Early Years System) to keep accurate records.

Delivery of Preschool children to Cambrai Preschool

- As direct supervision of Preschool children on school premises is provided only between 8.30 a.m. and 3.05p.m., no child is to arrive at school prior to 8.30 a.m.
- If children arrive at Preschool late or depart early, for whatever reason, parents or caregivers of Preschool children must report to the Front Office to record attendance or departure

At Cambrai Preschool, educators ensure a child, once in care, may only leave the premises if:

- the child is given into the care of a parent of the child, or
- a person authorised by the parent to collect the child, or
- in accordance with the written authorisation of the child's parent or authorised nominee
- taken on an excursion and written authorisation in accordance with Regulation 102 has been obtained
- the child requires medical care
- in the event of an emergency (including rehearsed emergency evacuations)

In cases where a parent or authorised nominee is unknown to staff, then the identification and authorisation confirmation of the collecting person is to be determined prior to the child being given into their care.

In the event of a child not being collected, educators will make every effort to ring the family & all emergency contact numbers provided:

- if unsuccessful after 1/2 hour after centre closed, the educator is to contact SAPOL or Crisis Care(CYFS) 131611

Reference:

Preschool Enrolment Policy

www.decs.sa.gov.au/docs/documents/1/PreschoolEnrolmentPolicy.pdf

Same First Day Start Information Sheets

<http://www.earlyyears.sa.edu.au/pages/HOME/samefirstday/>

Preschool Enrolment Form v 2.1 (or any subsequent updated version)

www.decd.sa.gov.au/docs/documents/1/FormPPreschoolEnrolmentFo.pdf

Preschool Enrolment Guidelines

https://ssonet.central.sa.edu.au/it_support/files/links/Preschool_Enrolment_Guidel.pdf

FAQ - Preschool Enrolment Form and Enrolment Process -Information Sheet 4

https://ssonet.central.sa.edu.au/it_support/files/links/FAQs_Preschool_enrolment_f.pdf

Dealing with Family Law Issues in Preschool and Schools

(Under review, refer Legislation and Legal Services Unit (LLSU) tel: 8226 1555)

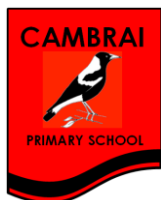
NQS Standards: 2.3.1, 7.3.1, 7.3.2

National Regulations: Part 4.2.Division 6: 99,100,101,102, 158, 168(2) (f), 177 (1) (k)

Our service, Cambrai Preschool will review Delivery & Collection of Children-Preschool every 2 years so as to incorporate current advice from recognised authorities

Date: 18-3-2019

Review: 18-3-2021



CAMBRAI PRIMARY SCHOOL BUSHFIRE ACTION PLAN

Cambrai Primary School BUSHFIRE ACTION PLAN

GENERAL INFORMATION

This Bushfire Action Plan (BAP) has been updated during Term 3 after consultation with:

- Sites WHS Committee
- members of Cambrai Country Fire Service (CFS)

The BAP is to be reviewed annually during Term 3 each year to reflect any changes that may have taken place in:

- DE or government policy
- site facilities
- personnel normally on site.

The BAP outlines required actions to prepare:

- the site before the bushfire season
- the building which has been nominated as the site Bushfire Refuge building.

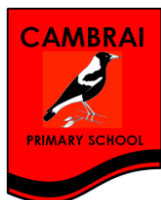
The BAP also outlines activities to be undertaken by staff and students at the different levels of a bushfire emergency:

- on days of Total Fire Ban
- when there is a fire in the local district
- when a bushfire is threatening or impacting on the site
- during the period immediately after a bushfire has impacted on the site (known as the 'Recovery Phase').

The Cambrai Primary School Home Ec is the nominated **Bushfire Refuge** building for Cambrai Primary School which is onsite.

- It has been prepared for a bushfire emergency and will safely accommodate all persons normally on our site.

Actual review date	12 September 2018
Ratified by Governing Council	
Scheduled Review Date	12 September 2019



CAMBRAI PRIMARY SCHOOL

BUSHFIRE ACTION PLAN

The Cambrai Primary School Home Ec is the nominated **Bushfire Refuge** building. Students, staff and visitors present at Cambrai Primary School and Preschool when a bushfire threatens the site will move together to the Home Ec when 'triggers' detailed later in this BAP are reached.

- Students and staff from Cambrai Primary School and Preschool will move to the Cambrai Primary School Home Ec and shelter in the Bushfire Refuge building when this district is threatened by bushfire.
- The process is included later in this BAP.

The Principal and WHS Committee will hold discussions with members of the Cambrai CFS during Term 3 each year about the bushfire preparedness of the site.

The Principal will forward a copy of the site BAP to the Education Director to be held in the regional office and also a copy of the BEM (Bushfire Emergency Management).

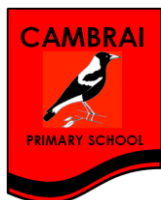
The Principal will forward a copy of the site BAP to the Cambrai CFS by Week 2 of Term 4 each year.

The Principal will include bushfire season reminders and information in site newsletters at least once in each of Term 4 and Term 1. The Cambrai Primary School Information Booklet, updated in Term 1 each year, includes detailed information about actions and procedures included in the BAP.

All staff members receive pre fire season updates during Term 3 and ongoing information and instruction about the contents and requirements of the BAP during Term 4 and Term 1 staff meetings.

The Principal will ensure that all new staff members, relieving staff and visitors are briefed about the requirements of the BAP during the site induction process.

Actual review date	12 September 2018
Ratified by Governing Council	
Scheduled Review Date	12 September 2019



CAMBRAI PRIMARY SCHOOL BUSHFIRE ACTION PLAN

TEMPORARY CLOSURE OF SCHOOLS ACROSS THE FIRE BAN DISTRICT

If the Bureau of Meteorology and the Country Fire Service issue a forecast of *catastrophic* (**Code Red**) bushfire weather conditions within the Fire Ban District (Murray lands), the Cambrai Primary School, Preschool and School/Community Library will be closed and school bus routes cancelled.

Pamphlets and newsletters outlining the DE school closure policy on days of catastrophic bushfire weather conditions are distributed to parents and caregivers in Term 1 & Term 4.

Where possible, the Education Director will distribute information about the potential for closure on the day before the forecast period.

The Emergency Response Team should **prepare** to advise all parents and care givers about the closure and cancellation of bus routes by telephone.

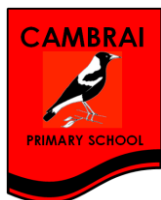
The Education Director will confirm decision by the Chief Executive to close Cambrai Primary School and Preschool and cancel school bus routes within the Fire Ban District for a period as determined by emergency services.

The Emergency response Team will **contact** all parents and school bus operators, by telephone, to inform them of the decision.

A leaflet will provide parents and caregivers with an emergency hotline telephone number and a web address to obtain closure and reopening details about Cambrai Primary School and Preschool. This leaflet will be distributed to parents through the 'beginning of year packages' and given to new students who enrol during the year, also extra copies during Term 4 and Term 1.

Parents will also be reminded to listen to ABC radio for further warnings and advice messages.

Actual review date	12 September 2018
Ratified by Governing Council	
Scheduled Review Date	12 September 2019



CAMBRAI PRIMARY SCHOOL

BUSHFIRE ACTION PLAN

PREPARING THE CAMBRAI PRIMARY SCHOOL AND PRESCHOOL FOR A BUSHFIRE

An Emergency Response Team has been established and members instructed on their roles and responsibilities. The members are:

- The Principal
- SSO's listed on Code Red Communication Tree
- Fire Warden

Their roles and responsibilities are detailed throughout the BAP.

A Bushfire Action Plan has been developed.

- It will be reviewed during Term 3 each year by the staff and presented to the Governing Council for endorsement at the final meeting in Term 3.

The WHS committee will ensure that emergency bushfire drills and evacuation drills are carried out by students and staff during the early weeks of Term 4 and Term 1 each year.

The members of the Emergency Response Team will provide all staff and regular visitors with pre fire season updates during Term 4 each year about any changes to the sites Bushfire Action Plan.

All Emergency Response Team members have been allocated roles and responsibilities at the various stages of the Bushfire Action Plan.

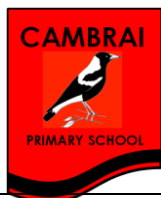
- Details of individual roles and responsibilities are included in later sections of the BAP.

All Emergency Response Team members are instructed in the operation of sprinklers and grounds irrigation systems during the first two weeks of Term 4 and Term 1 each year.

Nominated members from the Emergency Response Team will monitor local ABC radio for CFS Bushfire Information and Warnings Messages and the CFS website on days of high bush fire danger and pass on relevant messages to the Principal.

- Front Office SSO,
- Emergency Response Team
- Fire Warden

Actual review date	12 September 2018
Ratified by Governing Council	
Scheduled Review Date	12 September 2019



CAMBRAI PRIMARY SCHOOL

BUSHFIRE ACTION PLAN

Term 1 and 4 will see the Groundsman and WHS Committee do an inspection of yard and surrounding boundaries of the school and assess what is needed to be done in preparedness for a bushfire.

- Slashing grass
- Maintenance of tall trees which could be a threat.

All grasses which is 10cm high and up to 20m from the building will be cut

Trees to be cut down to 2m high

All trees will be 2m away from the rooflines of the **Bushfire Refuge** building

The gutters and storm drains of buildings are regularly cleaned and free of vegetation.

- This is included in the Preventative Maintenance Schedule for the site and will be cleaned every six months.

A megaphone with a siren and spare batteries is used for signalling a move to the **Bushfire Refuge** building during periods of electricity blackout.

- It is stored in the Fire trolley (Front Office).

A **Bushfire Refuge** building kit of 'Emergency Supplies' will be assembled in a single container and stored with the Fire trolley in the Front Office.

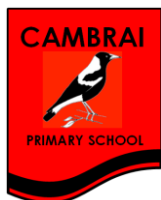
- It will be taken to the **Bushfire Refuge** building by the Emergency Response Team at times detailed in the BAP.

Emergency Supplies Kit contents.

- A copy of the BAP and staff roles and responsibilities
- student rolls, staff/visitor registers, morning notices
- student contact information , important telephone numbers
- battery powered radio
- spare batteries
- torch
- red phone
- first aid kit
- megaphone and batteries
- staff/student medications
- mobile phone
- bushfire 1st aid record
- collection student sheet

The kit is to be checked at the start of each term by SSO's to ensure contents are fresh and operational.

Actual review date	12 September 2018
Ratified by Governing Council	
Scheduled Review Date	12 September 2019



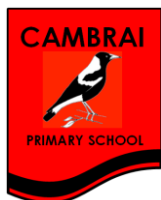
CAMBRAI PRIMARY SCHOOL

BUSHFIRE ACTION PLAN

THE BUSHFIRE REFUGE BUILDING

The Cambrai Primary School Home Ec is the nominated Bushfire Refuge building for this site.	
<p>The Bushfire Refuge building has been clearly identified.</p> <ul style="list-style-type: none"> • The Home Ec building has a permanent sign attached to it "Bushfire Safety House" • Students are reminded of the location during bushfire drills. • Articles in the Parent Information Book and site newsletters reinforce the location of the Bushfire Refuge building. 	
The Bushfire Refuge building is a building of solid construction.	
The WHS committee will ensure that emergency bushfire drills are carried out by students and staff during the early weeks of Term 4 and Term 1 each year and are notified of the Bushfire Refuge building.	
<p>The Cambrai Primary School Home Ec building which enters from Curio Road, allows easy access to the Bushfire Refuge building by vehicles after an intense bushfire.</p> <ul style="list-style-type: none"> • Tall vegetation has been cleared in and around the Bushfire Refuge building. • Mid Murray Council has a pruning program for tall street trees along all streets. 	
<p>The Bushfire Refuge building is situated behind the change rooms which have the toilets in it; this has an oval on the other side for protection as well.</p> <p>The Bushfire Refuge building also has running water and food preparation area.</p>	
Cambrai Primary School has a portable toilet for unexpected toileting of students during the bushfire. This will be placed in the teacher office for privacy.	
A Bushfire Refuge building kit of 'Emergency Supplies' will be assembled in a single container and stored with the fire trolley in the Front Office. It will be taken to the Bushfire Refuge building by the Emergency Response Team. Boxes of activities, books etc are stored in the PCW office for students to keep themselves occupied during the emergency.	
A fully stocked first aid kit will be collected from the first aid room in the front office with the pillows and blankets and taken with the fire trolley to the Bushfire Refuge building. It will be checked and restocked if necessary by the First Aid SSO at the start of each term.	
Mains water provides drinking water to numerous taps in the Cambrai Primary School Home Ec. Cups are stored in the kitchen cupboards.	
Student and staff medications have been listed, and are easily assembled and transported to the Bushfire Refuge building by the Front Office SSO.	

Actual review date	12 September 2018
Ratified by Governing Council	
Scheduled Review Date	12 September 2019



CAMBRAI PRIMARY SCHOOL

BUSHFIRE ACTION PLAN

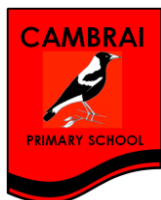
Student rolls and staff/visitor registers are readily available. Staff will accurately record:

- those present when the move to the **Bushfire Refuge** building takes place
- those who have left the site before the move
- those who leave the site after the bushfire emergency has passed.

In order to ensure a safe and orderly operation, a decision to move all persons from the Cambrai Primary School and Preschool to the 'on site' **Bushfire Refuge** building at the Cambrai Primary School Home Ec building, will be made when any of the following agreed 'triggers' are reached.

- CFS Watch & Act messages broadcast on the local ABC Radio indicate a fire is moving towards Cambrai.
 - The local CFS or Police advise us that we need to move
 - Sight of smoke and/or information from adults coming into the school saying the fire is in the vicinity.
-
- Classrooms will be informed by short blasts on siren, to move to the **Bushfire Refuge** (Home Ec building)
 - In the event that the phone line is damaged, the Principal or Fire Warden will walk around with the megaphone/siren.

Actual review date	12 September 2018
Ratified by Governing Council	
Scheduled Review Date	12 September 2019

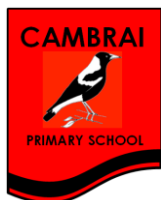


CAMBRAI PRIMARY SCHOOL BUSHFIRE ACTION PLAN

TOTAL FIRE BAN DAY

The Principal will inform students and staff in the 'Morning Notices' that a day of Total Fire Ban has been declared. All entrances to the school will have "Total Fire Ban" signs displayed.
The nominated Emergency Response Team members will monitor ABC Radio for CFS Information and Warning Messages and the CFS Website.
Student excursions will be cancelled for the day and rescheduled by teacher and SSO.
The container of Emergency Supplies will be prepared by the Front Office SSO and be ready for transportation to the Bushfire Refuge building.
The Front Office SSO and First Aid SSO will update student and staff medication list and prepare medicines for transportation.
SSO will ensure mobile phones are working correctly and spare batteries are fully charged.

Actual review date	12 September 2018
Ratified by Governing Council	
Scheduled Review Date	12 September 2019



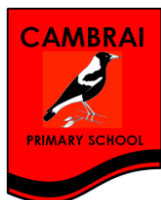
CAMBRAI PRIMARY SCHOOL

BUSHFIRE ACTION PLAN

FIRE REPORTED IN LOCAL DISTRICT

When a bushfire has been reported in the nominated local district, (Cambrai), the Principal or Emergency Response Team will inform staff of its location.
The members of the site Emergency Response Team will be called together to put into place the pre-determined bushfire emergency procedures.
The nominated Emergency Response Team member will carefully monitor ABC Radio for CFS Information and Warning Messages & CFS website and provide site leaders with updates concerning the latest location of the bushfire front and any impact it may have on the site.
The Principal will advise the Bushfire & Emergency Management team that a bushfire has been reported in the nominated local district. A phone call to the Gawler Education Director will be made to make them aware.
The Principal will liaise with local CFS to obtain the latest information and advice about likely effect of the bushfire on the site.
The Emergency Response Team will have the Emergency Supplies kit and fire trolley on standby to take to the Bushfire Refuge building.
The Front Office SSO will record the names of any students who may be collected from the site by parents during the day.
The Principal will assess if it is safe to release students from the site at normal dismissal time. <ul style="list-style-type: none">• If specific school bus routes or local roads are impacted upon or threatened by the bushfire, the Principal will make arrangements to supervise the affected students until Emergency Services report that the situation is considered safe enough to release them from the site.
The Groundsman or Emergency Response Team will check sprinkler systems and grounds irrigation systems.
The groundsman or Emergency Response Team member will turn on sprinklers and irrigation systems hourly to dampen surrounds.
The Front Office SSO will back up all site computer records.

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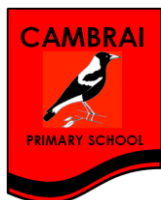


CAMBRAI PRIMARY SCHOOL

BUSHFIRE ACTION PLAN

The Principal or Emergency Response Team will open the 'on site' Bushfire Refuge building.
The Emergency Response Team will ensure the megaphone device is ready for use and operating correctly should power fail.
All class teachers will encourage students to top up personal water bottles during the day so that they have adequate drinking water should a move to the Bushfire Refuge building become necessary.
All class teachers will encourage students to assemble personal belongings (books, pencils, games, clothing, bags etc) and keep them close by should a move to the Bushfire Refuge building become necessary
All class teachers will encourage students to use the toilet regularly during the day.
All staff undertake their assigned roles and responsibilities.
The Front Office SSO will alert visitors and volunteers of the situation during the registration process and advise them of action to take should a move to the Bushfire Refuge building become necessary.
The Principal/Emergency Response Team will liaise with Police, school bus operator and school bus drivers to determine any likely impact of the reported bushfire on school bus routes.
School buses will not leave the site unless a clear directive is given to the Principal by Police or CFS Incident Management indicating bus routes are safe to travel.
If a bushfire prevents school buses leaving the site, the Principal and teachers will supervise students remaining on site until they are collected by parents.

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CAMBRAI PRIMARY SCHOOL

BUSHFIRE ACTION PLAN

BUSHFIRE IN IMMEDIATE VICINITY OR IMPACTING ON SITE

The 'triggers' for a move to the **Bushfire Refuge** building have been detailed above. All staff, students, visitors and parents are aware and prepared for the move that will take place when the 'triggers' are reached.

When a 'trigger' is reached, the agreed alarm signal or the megaphone siren will be sounded continuously by the Principal or member of the Emergency Response Team.

All students, staff and visitors will move to the **Bushfire Refuge** building on hearing short blasts on the siren or being informed personally by the Principal or Primary Coordinator or Fire Warden.

All staff will assist students to move to and assemble in the designated class areas in the **Bushfire Refuge** (Home Ec building)

Staff will be prepared for the unexpected toileting of students during the bushfire, a portable chemical toilet will be provided in the teacher area of the Bushfire Refuge (Home Ec building).

The groundsman or a member of the Emergency Response Team will turn on sprinklers and grounds irrigation systems after ensuring students are safely heading to the Bushfire Refuge building and following a determination that the task can be undertaken without individuals placing themselves in undue danger.

Staff will close all doors and windows and turn off air conditioners as rooms are vacated.

The Fire Warden will ensure all site personnel are accounted for and in **Bushfire Refuge** building

- Classroom teachers will do a roll call of students in their care.
- Front Office SSO will monitor visitors and volunteers.

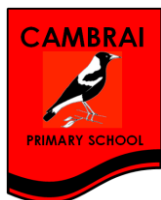
The Fire Warden or an Emergency Response Team member will search for missing persons if needed.

The Principal or Emergency Response Team will advise the Bushfire & Emergency Management Team and of the move to the **Bushfire Refuge** building and provide information about:

- The 'trigger' that has been reached and likely impact on the site.
- The number of site students, staff and registered visitors taking shelter.
- The number of community members present.
- Whether Emergency Services assistance is immediately available.

(A call will be made to the Education Director just advising that we have moved to bushfire refuge building). The Emergency Response Team members will liaise with CFS units and other Emergency Services if on site.

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CAMBRAI PRIMARY SCHOOL

BUSHFIRE ACTION PLAN

All persons sheltering in the **Bushfire Refuge** building will prepare for arrival and passage of the fire front. The Emergency Response Team will:

- ensure all persons are located away from windows and unnecessary movement is limited.
- provide regular updates at an appropriate level to students and adults
- assist all students and adults to remain calm
- outline possible plans of action after the front has passed with the students.

The Emergency response Team members will check for and attempt to extinguish spot fires inside or impacting on the **Bushfire Refuge** building as necessary

- It is **not** expected that they will undertake major fire fighting activities
- They are **not** expected to put themselves in any dangerous situations

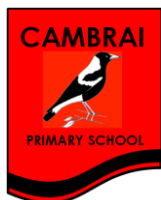
All staff will undertake their assigned roles and responsibilities.

OFF SITE EVACUATION

- If we need to move off site, students will be taken to **Cambrai Sports Ground**, Sports Ground road, Cambrai by bus & staff cars

If not safe to be in town, wait for instructions from Emergency Services on where to depart to.

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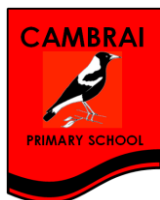
CAMBRAI PRIMARY SCHOOL

BUSHFIRE ACTION PLAN

RECOVERY AFTER THE FIRE FRONT HAS PASSED

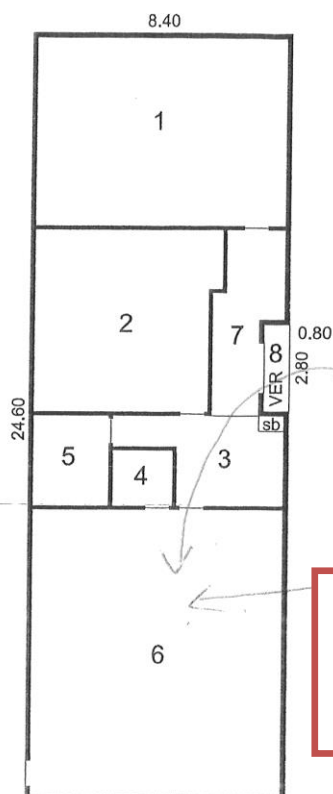
The Principal will ensure no one leaves the Bushfire Refuge building until the situation outside has been assessed as safe by the members of the Emergency Services.
The Emergency Response Team members will make an assessment of the need for longer term student care and will begin preparations should this prove necessary.
Nominated staff members will remain on duty until all students are collected from the site by their parents.
Snacks, drinking water, blankets, games, books etc are available to meet immediate and extended needs of students waiting to be collected by their parents.
The First Aid SSO will check for and treat any injuries.
The Principal will liaise with Emergency Services on site as soon as possible.
The Principal will advise the Bushfire & Emergency Management team and the Education Director of the Barossa Regional Office of the current situation as soon as the position becomes clear and it is safe to do so.
The Principal will refer media enquiries to the Bushfire & Emergency Management Team.
The CFS and Police will determine if there is a need to evacuate the Bushfire Refuge building.
The CFS and Police will determine an alternative safe location if required.
All staff members will begin to reunite families at a safe location when the situation has been declared safe and vehicles can safely access the site.
The Front Office SSO will record names of students and the person(s) collecting them as they leave the site.
All staff undertake their assigned roles and responsibilities.
The Principal, Emergency Response Team, staff and students (where appropriate) will undertake a debrief of the bushfire emergency situation and the procedures undertaken at an appropriate time shortly after the incident.
The Principal will seek support for students and staff from counsellors and social workers when appropriate.
The Principal /Fire Warden will arrange to have fire fighting systems checked and readied for use again.
The Emergency Response Team will replenish the Emergency Supplies package.
The Principal will arrange an assessment of the site buildings once the area is declared safe.
The Principal will complete the relevant DE report, available from www.crisis.sa.edu.au

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CAMBRAI PRIMARY SCHOOL

BUSHFIRE ACTION PLAN



Enter through front door
and into kitchen.

All classes to line up in
alphabetical roll classes.

Asset Name					CAMBRAI AREA SCHOOL			Government of South Australia	
Building Use					HOME ECONOMICS			Department for Administrative and Information Services	
Created by.		Archink	Drawn	R Joyce	Date	Jul 2006	Building Asset Information Drawing		
Modified by.		Archink	Drawn	R Joyce	Date	Jul 2006			
Bldg area m ²		204	Ver area m ²	2	Plan ref.	-			
							SAMIS 00747-04-1		

Actual review date	12 September 2018
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Cambrai Preschool & Occasional Care

Site Behaviour Guidance Code

National Quality Standard 5.1, 5.2
Regulations 155, 168 (2) (a) (i)

At Cambrai Preschool & Occasional Care

We believe that each child is an individual and unique, and we value their families, their diverse backgrounds & their experiences. We believe that all children learn through play & at Cambrai Preschool & Occasional Care we recognise the importance of play in children's learning and its support as they develop & grow.

We believe that all children have the right to feel valued, trusted & respected.

We believe that all children have the right to feel safe.

We believe that everyone has the right to feel safe at all times.

We believe that negative behaviour changes more quickly when handled in a positive way, therefore, what children can do, rather than what they cannot, is the starting point in any interaction.

We accept that children feel angry, frustrated & upset at times, and need help to express those feelings appropriately.

We believe that staff & parents need to share the responsibility for managing challenging behaviours by being consistent at all times, creating safe & secure environments for children and modelling appropriate behaviours.

The Behaviours We Encourage At Cambrai Preschool & Occasional Care are:

Cooperation/collaboration, working together, consideration/thoughtfulness, caring, sharing, respect, keeping safe, being polite & friendly, listening, participation and enjoyment.

At Cambrai Preschool & Occasional Care We Maximise Positive Behaviours by:

PBL-Positive Behaviour for Learning

Positive communication - using positive language

Role modelling

Providing opportunities for children to take risks & experience success

Encouraging

Praising for the little things that children do

Respecting & encouraging children's voice

Valuing & recognising individual strengths

Helping children to recognise & articulate their feelings

Setting an environment- children understand routines, rules and being flexible & responsive to differing needs at differing times

Being consistent

Behaviours which are neither acceptable nor appropriate at Cambrai Preschool & Occasional Care:

Swearing, hitting, biting, bullying, put downs, pushing/shoving, kicking, throwing objects inappropriately, running indoors, yelling, aggressive tones and upsetting other children

Ways we minimise challenging behaviours at Cambrai Preschool & Occasional Care include:

Verbal reminder - explanation of why it is not acceptable/safe

Offer choices

Redirect the play or the children

If unsafe & unacceptable behaviours are constantly repeated, staff will use:

Time away from the activity

Thinking time which includes supporting children to problem solve, negotiate, find resolutions and manage emotions appropriately

Restorative Justice practices that support children to empathise with others and restore relationships

Challenging Behaviours may require specialist support and we have access to DECD services which include a social worker, special educator, psychologist and speech pathologist, all of whom have extensive experience in supporting families to manage their child's behaviour.

Informing children:

Occurs at the beginning of each term - rules and routines, then throughout the year

Reminders - general reminders during play & when behaviours become inappropriate

When children are talking to others about inappropriate behaviour

Consulting & Informing Parents

Newsletter

Centre/School handbooks/ handouts

On an individual basis - Staff will ensure that families are informed of any behavioural issues that occur during the day

How Parents can help support the Site Behaviour Guidance Code;

Support the Site Behaviour Guidance Code

Support the child's regular attendance

Talk to staff about behavioural issues concerning their child

Work together with staff

Share information

Informing Staff

Centre/School handbooks/ handouts

Review the Site Behaviour Guidance Code every 2 years

Staff meetings

Programming - Challenging Behaviours - individual learning plans - set routines & modify

How Staff can help support the Site Behaviour Guidance Code;

Be consistent

Be fair & patient

Work together

Be supportive

Report to staff as required

Report to families as required

Our service, Cambrai Preschool & Occasional Care will review the Site Behaviour Guidance Code every 2 years so as to incorporate current advice from recognised authorities

Date: 18-3-2019

Review: 18-3-2021

Cambrai Preschool

Attendance Improvement Plan

National Quality Standard 71.5
Regulations 158-162

Cambrai Preschool promotes and supports children developing habits of regular attendance from the time they are enrolled in the preschool setting.

Regular attendance is important because children:

- ◆ Get the maximum benefit from the preschool and will assist with transition onto school years
- ◆ Develop skills and attitudes that will help them be successful in later years such as self-discipline, punctuality, being organized and sticking to routines
- ◆ Have their social, emotional and health needs nurtured and promoted.
- ◆ Have an increased likelihood of being successful at school
- ◆ Make friends and learn to maintain relationships
- ◆ Will learn social skills that help to live and work with others successfully
- ◆ Will have a good attendance record
- ◆ Will provide opportunities for socializing with friends

Regular attendance means for educators:

- ◆ That we can fulfill our responsibilities to the children in our care
- ◆ There will be improved learning outcomes for children

To support regular attendance the staff at Cambrai Preschool:

- ◆ Will encourage parents/caregivers to notify staff, if their child is unable to attend due to sickness or other reasons
- ◆ Will monitor attendance and keep records (EYS roll book)
- ◆ Will follow up by making contact when an unexplained absence of more than three consecutive sessions occurs
- ◆ In the case of consistent or large blocks of absences, a meeting will be arranged with parents/caregivers to discuss implications of inconsistent attendance

Reference:
DECD Attendance Policy

Cambrai Preschool will review Attendance Improvement Plan every 2 years so as to incorporate current advice from recognised authorities

Date: 18-3-2019

Review: 18-3-2021