

BERMAGUI PRESCHOOL



4.40 Protecting Staff from Injury Policy

This policy was approved by the Nominated Supervisor in consultation with staff and families.

Date Approved: October 2025

Review Date: October 2028

Aim

Bermagui Preschool is committed to providing a safe and healthy workplace for all educators, staff, volunteers and students while maintaining a positive, inclusive and child-centred learning environment.

We recognise that young children may experience periods of distress, dysregulation or behaviours of concern as part of their development. We believe children do well when they can and are committed to responding to these behaviours through positive behaviour guidance, trauma-informed practice and collaborative partnerships with families and support professionals.

The safety and wellbeing of educators, children and all persons at the preschool is paramount. This policy outlines the strategies used to minimise the risk of injury to staff while supporting children respectfully and safely.

Policy

This policy applies to all educators, staff, volunteers, students, contractors and any other person working directly with children at Bermagui Preschool.

Positive Behaviour Guidance

Bermagui Preschool will promote positive behaviour guidance practices that support children's social and emotional development and reduce the likelihood of behaviours that may place others at risk.

Educators will:

- Build positive and respectful relationships with children
- Support children to recognise, express and regulate their emotions
- Use proactive strategies to minimise challenging situations
- Respond calmly and consistently using positive behaviour guidance techniques
- Seek support from colleagues where required

Staff Training

Educators and staff will be provided with appropriate professional learning relevant to their role, including:

- Positive behaviour guidance
- Recognising signs of distress, escalation or dysregulation
- De-escalation strategies
- Safe redirection techniques
- Supporting emotional regulation
- Trauma-informed practice where appropriate
- Workplace health and safety responsibilities

Risk Assessment and Planning

Where a child's behaviour presents an ongoing risk of injury to themselves, other children or staff, the preschool will:

- Undertake an individual risk assessment
- Develop appropriate strategies to reduce identified risks
- Consult with families
- Seek advice from relevant health or behaviour support professionals where appropriate
- Review strategies regularly to ensure they remain effective.

Risk assessments will be reviewed whenever circumstances change or following a significant incident.

Safe Work Practices

To minimise the risk of injury, educators will:

- Maintain appropriate educator-to-child ratios at all times
- Work collaboratively with other educators and avoid working in isolation wherever possible
- Maintain line of sight with colleagues where practicable
- Position themselves safely during incidents of escalating behaviour
- Use approved de-escalation and safe withdrawal techniques where necessary
- Provide safe spaces that support children to regulate their emotions without the use of isolation
- Access individual supports, visual resources and strategies developed in consultation with families and support professionals where appropriate

Incident Reporting

Any incident involving aggressive or physically harmful behaviour towards an educator, child or other person must be:

- Managed immediately to ensure everyone's safety
- Reported to the Nominated Supervisor as soon as practicable
- Documented in accordance with the Incident, Injury, Trauma and Illness Policy
- Reviewed to determine whether further risk management strategies are required

Where appropriate, workplace injury reporting requirements will also be followed.

Supporting Staff

Where an educator or staff member is injured or affected by a workplace incident, Bermagui Preschool will:

- Ensure appropriate first aid or medical treatment is provided
- Provide opportunities for debriefing following significant incidents
- Offer access to employee support services where available
- Review workplace practices to minimise the likelihood of recurrence
- Comply with workers compensation and workplace health and safety obligations where applicable

Working with Families

Families are valued partners in supporting children's wellbeing. Where behaviours place children or educators at risk, the preschool will:

- Communicate openly and respectfully with families
- Work collaboratively to develop consistent support strategies
- Seek consent to engage external professionals where appropriate
- Review strategies regularly with families.

In circumstances where a child's behaviour presents a serious or ongoing risk despite reasonable adjustments and supports, the Approved Provider and Nominated Supervisor may consider further action in accordance with the Enrolment and Orientation Policy, Child Safe Environment Policy and relevant legislation.

Related Policies

- Child Safe Environment Policy
- Code of Conduct Policy
- Incident, Injury, Trauma and Illness Policy
- Interaction with Children, Families and Staff Policy
- Enrolment and Orientation Policy
- Workplace Health and Safety Policy
- Safe Arrival and Departure Policy
- Students, Volunteers, Visitors and Work Experience Policy

Legislative and Regulatory Requirements

Education and Care Services National Law Act 2010

- Section 167 – Protection from harm and hazards

Education and Care Services National Regulations

- Regulation 73 – Educational program
- Regulation 74 – Documenting child assessments or evaluations
- Regulation 155 – Interactions with children
- Regulation 156 – Relationships in groups
- Regulation 168 – Education and care service must have policies and procedures

Work Health and Safety Act 2011 (NSW)

- Primary duty of care to ensure, so far as is reasonably practicable, the health and safety of workers and others in the workplace.

Work Health and Safety Regulation 2017 (NSW)

- Managing risks to health and safety.

National Quality Standard

Quality Area 2 – Children's Health and Safety

- Standard 2.2 – Safety
- Element 2.2.1 – Supervision

Quality Area 4 – Staffing Arrangements

- Standard 4.1 – Staffing arrangements
- Standard 4.2 – Professionalism

Quality Area 5 – Relationships with Children

- Standard 5.1 – Relationships between educators and children
- Standard 5.2 – Collaborative learning

Quality Area 7 – Governance and Leadership

- Standard 7.1 – Governance
- Standard 7.2 – Leadership

Version History

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