

Preschool Door Safety and Supervision Procedure

Front Classroom Fire Doors – Both Rooms

Rationale

The purpose of this procedure is to minimise risks associated with preschool students opening and exiting the front classroom fire doors. This procedure outlines supervision, environmental controls and staff responsibilities to ensure children remain safe and accounted for at all times.

Policy Statement

Rosebery Preschool prioritises the safety and supervision of all children. Classroom doors must be monitored to prevent unauthorised exit, unsupervised access to outdoor areas, or exposure to external risks. Staff will implement preventative measures and conduct regular monitoring to maintain a safe environment.

Identified Risks

The following risks have been identified in relation to children accessing front classroom fire doors:

- Child exiting through door unsupervised
- Door location is a blind spot and cannot be constantly supervised due to teacher–student ratio requirements
- Student unable to re-enter classroom
- Exposure to strangers walking past school grounds
- Access to carpark area
- Potential environmental or traffic hazards

Legislative Requirements

National Law: Sections 165, 167 (Adequate Supervision and Protection from Harm)

National Regulations: Regulations 97, 168

Work Health and Safety Act

National Quality Framework: Quality Area 2 – Children’s Health and Safety

Implementation

Environmental Controls

- Windows from the kitchen provide visibility to the courtyard.
- Pool gate blocks direct access to the carpark.
- Pool gate must remain shut at all times.
- Administration notified regarding request for door latches or higher handles.
- Until modifications occur, increased staff monitoring is required.

Supervision Considerations

- Due to educator–child ratios, constant direct supervision of the doorway is not always possible.
- The door area includes a partial blind spot within the classroom layout.
- All staff are aware of this risk and are required to regularly and intentionally supervise this area.

Preschool Staff will:

- Maintain active supervision across the room and conduct frequent visual scans of the doorway.
- Conduct regular visual checks of the courtyard area.
- Complete frequent headcounts throughout the day.
- Immediately respond if a child approaches or attempts to open a door.
- Teach and consistently reinforce expectations that students do not go near or open doors.
- Ensure pool gate remains securely closed.
- Communicate any concerns or repeated door attempts to Administration.
- Report maintenance concerns to Business Manager or Principal.

If a Child Exits the Room

- Immediately follow the child while maintaining supervision of remaining students.
- Alert nearby staff or Administration for support if required.
- Conduct an immediate headcount.
- Document the incident and notify leadership if necessary.
- Notify family, work with family to communicate the dangers to students.

Reassessed Risk Outcome

With environmental controls, intentional supervision practices, regular headcounts, and administrative escalation for door modifications, overall risk is reduced and managed within acceptable parameters. Ongoing review required until physical door modifications are implemented.



Effective:

Term 1, 2026

Date of Next Review:

Term 1, 2027

Developed by:

Preschool Teacher in Charge