

## PROCEDURE FOR RESPONDING TO UNSUITABLE OR RISKY OBJECT BROUGHT TO KINDER BY A CHILD

Staff must never allow a child to use a toy weapon or other dangerous item on kinder premises, as this contravenes our “no war toys” policy, our Child Safe Policy and our values (respectful place etc).

Examples of dangerous items or war toys (though not an exhaustive list) include guns, swords, bombs, light sabers, sling shots, bow & arrows, and blasters.

If staff observe a child with a (toy) weapon, staff should:

1. Confiscate the item, and
  2. Examine the item for its potential risk.
- Where staff examination confirms the item is a toy, the staff should:
    3. Stored the item securely in the staff room until the child is collected.
    4. Inform the child’s caregiver as soon as possible that such toys are not allowed at kinder, and that this rule is noted on p13 of our information booklet. This conversation can be in person or via telephone, based on what the staff thinks is most appropriate to the circumstances.
    5. Document incident including notification made to parent/caregiver in the communication book.
  - Where the staff examination concludes the item is a weapon or potentially illegal/prohibited, staff should:
    3. Store the item securely in the staff room
    4. As soon as practicable staff should discuss concerns/seek advice from the Victorian Police or the Department of Education & Training. Or notify the President of Committee of Management for assistance in investigating the legality of the item.
    5. If the confiscated item is illegal, it cannot return to the child’s home (where it could pose a serious safety risk to the child and his/her family). Instead, the item must be handed to the police and the Committee of Management notified, if not already.
    6. Department of Education and Training and ACECQA must be notified as soon as practicable.
    7. **ADVISE FROM DET regarding notification of parents when an illegal weapon has been surrendered to the Police is required. Potential issues of safety of staff and preschool children if parent**

is notified during the preschool session via phone. Waiting until the end of session to inform Parent during pick up can create issues of safety for families exiting the preschool premises or for staff in a vacant premises (if waiting until families have exited).

- All risks (including dangerous play or weapon toys) that were present in kinder must be noted in the communication book. If staff are in doubt about whether to report an item or incident to CoM and to other staff (e.g. via communication book), the best option is to report it.

This procedure was developed in June 2016 and approved by the Committee of Management on 15 June 2016.

It forms Appendix 2 of Heathmont East Preschool's Emergency Policy, a mandatory policy responding to Quality Area #2 of the National Quality Standard for Early Childhood Education and Care.