



## Governance and management – preschool procedure table

National Quality Standard Education and Care Services National Law and National Regulations	Associated department policy, procedure or guideline	Reference document(s) and/or advice from a recognised authority
<p><b>NQS: 7.1, 7.2</b></p> <p><b>Regulations: 177, 181, 183</b></p>	<p>Leading and operating department preschool guidelines</p> <p><a href="#">School Leadership policy</a></p> <p><a href="#">Information Security policy</a></p>	<p>ACECQA information sheets:</p> <ul style="list-style-type: none"> <li>• <a href="#">The role of the educational leader [PDF 2.2 MB]</a></li> <li>• <a href="#">Educational leadership and team building [PDF 1,240 KB]</a></li> <li>• <a href="#">Nominated supervisors [PDF 127 KB]</a></li> <li>• <a href="#">Retention requirements for record keeping [PDF 391 KB]</a></li> </ul> <p>ACECQA's policy and procedures guidelines – <a href="#">Governance and management [PDF 269 KB]</a></p>

## Responsibilities

<b>School principal</b>	The principal as nominated supervisor, educational leader and responsible person
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	<p>holds primary responsibility for the preschool.</p> <p>The principal is responsible for ensuring:</p> <ul style="list-style-type: none"> <li>• the preschool is compliant with legislative standards related to this procedure at all times</li> <li>• all staff involved in the preschool are familiar with and implement this procedure</li> <li>• all procedures are current and reviewed as part of a continuous cycle of self-assessment.</li> </ul> <p>These tasks may be delegated to other members of the preschool team, but the responsibility sits with the principal.</p>
<p><b>Preschool supervisor</b></p>	<p>The preschool supervisor supports the principal in their role and is responsible for leading the review of this procedure through a process of self-assessment and critical reflection. This could include:</p> <ul style="list-style-type: none"> <li>• analysing complaints, incidents or issues and the implications for updates to this procedure</li> <li>• reflecting on how this procedure is informed by stakeholder feedback and relevant expert authorities</li> <li>• planning and discussing ways to engage with families and communities, including how changes are communicated</li> <li>• developing strategies to induct all staff when procedures are updated to ensure practice is embedded.</li> </ul>
<p><b>Preschool teacher(s) and educator(s)</b></p>	<p>Preschool teachers and educators are responsible for working with the preschool leadership team to ensure:</p> <ul style="list-style-type: none"> <li>• all staff in the preschool and daily practices comply with this procedure</li> <li>• this procedure is stored in the preschool in a way that it is accessible to all staff, families, visitors and volunteers</li> <li>• they are actively involved in the review of this procedure, as required, or at least annually</li> </ul>

- details of this procedure's review are documented.

## Procedure

### **Governance**

- The Approved Provider of all department preschools is the NSW Department of Education.
- The National Law requires all children's services to have a Nominated Supervisor.
- The school principal has overriding responsibility for the supervision of the preschool and holds 3 roles in relation to it:
  - Nominated supervisor
  - Educational leader
  - Responsible person
- This information is noted on the *Approved Provider* notice and is clearly displayed in the preschool entrance with the principal's name and photo.
- Under the regulations the Nominated Supervisor position is able to be designated as a 'class of person'. In Department of Education preschools this designation is the principal. When the principal is absent, the school executive member relieving as principal becomes the Nominated Supervisor and assumes the three roles.
- The Nominated Supervisor has knowledge of the Education and Care Services National Regulations and is responsible for the overall supervision of the preschool, the program of activities, and any other specific matters relating to the preschool.
- The nominated supervisor is not required to be in attendance at the preschool at all times.
- Regulation 118 states that each preschool must have an Educational Leader to lead the development and implementation of the educational program. The Educational Leader is a suitably qualified and experienced person who leads

	<p>the development and implementation of the educational program, including the QIP.</p> <ul style="list-style-type: none"> <li>• The Educational Leader of the preschool is the principal of Sefton Infants School. This information is displayed near the entrance of the preschool.</li> <li>• If the principal is not on the school site, the staff member who is relieving for them assumes the 3 roles mentioned above.</li> <li>• While the principal maintains responsibility for the preschool, some of the tasks of the educational leader may be performed by a preschool supervisor.</li> <li>• The purpose of the Responsible Person in Charge role is to ensure that there is always a responsible person on the school premises who is in charge of the preschool.</li> <li>• This role is also assigned to the principal and this information is displayed near the preschool entrance. In the absence of the principal, the person relieving as principal at Sefton Infants School becomes the responsible person in charge.</li> <li>• Supervision arrangements for teachers and support staff in preschools are consistent with those in the rest of the school.</li> <li>• If the principal is on leave for a longer term, the three roles of nominated supervisor, educational leader and responsible person in charge will be undertaken by a Sefton Infants School executive member. The whole staff and community will be notified via a communication meeting, the school newsletter, School Bytes and via Story Park app within 7 days.</li> <li>• If the permanent nominated supervisor changes, the preschool community and regulatory authority are notified within 7 days.</li> </ul>
<p><b>Confidentiality and retention of records</b></p>	<ul style="list-style-type: none"> <li>• Detailed and current records are maintained for each child. Much of this information is obtained from the <i>Application to enrol in a NSW Government preschool</i>.</li> <li>• Any record which containing personal information about a child is considered confidential and kept secure.</li> <li>• The completed enrolment forms (including supporting documentation, immunisation history, individual health care plans) will be given to the</li> </ul>

preschool so educators are able to access and act on the information. They will be stored in securely in the preschool office.

- Parents are given access to records related to their child on request.
- In order to deliver quality programs to all children enrolled in the preschool, it is necessary to obtain a range of personal information.
- It is the responsibility of the principal and the preschool teacher to ensure that this information is accurate, confidential and used appropriately.
- Parents from culturally and linguistically diverse backgrounds are offered onsite or telephone interpreter assistance as contracted by the Department of Education.
- The preschool will keep detailed and current records for each individual child attending the preschool. Much of this information is obtained from the *Application to enrol in a NSW Government preschool* form and from additional information forms used by preschools.
- Information collected at the time of the enrolment and for the duration of the preschool enrolment is also stored electronically in the Department of education's ERN and School Bytes data systems. Access to these systems is restricted to Sefton Infants School office staff, the nominated supervisor/principal and teaching staff. Individual passwords are required to enter the systems.
- Records which contain personal information about a child are considered confidential. In addition, information such as the names and addresses of people authorised to collect children, is kept securely in the emergency contacts folder in the preschool office.
- All records created relating to children are stored securely and confidentially in the preschool office for 3 years from when they were made, for example:
  - assessments of learning
  - enrolment and attendance information
  - daily arrival and departure register

- information about any cultural or religious practices that need to be observed
- medication records
- health care plans
- parent authorisations for excursions, incursions or transportation
- individual learning plans.
- exceptions to the 3-year storage requirement are:
  - completed incident, illness, injury or trauma records, which are kept until the child is aged 25 years of age
  - records related to individual staff members, which are kept for 3 years from when the person last worked in the preschool
  - any record relating to the death of a child while at preschool, or as a result of an incident while at preschool, is kept until 7 years after the child's death
  - records relating to child sexual abuse that has, or is alleged to have, occurred in the preschool are kept for at least 45 years from the date the record was created.
- The department requires education programs be retained by the school for seven years. These are stored in the preschool office.
- Any record which contains personal information about a child is considered confidential and kept in a locked filing cabinet. Preschool educators have access to each child's individual record.
- The approved provider of an education and care service ensures that information kept in a record under these Regulations is not divulged or communicated, directly or indirectly, to another person other than:
  - a) to the extent necessary for the education and care or medical treatment of the child to whom the information relates; or
  - b) a parent of the child to whom the information relates, except in the case

	<p>of information kept in a staff record; or</p> <p>c) the Regulatory Authority or an authorised officer; or</p> <p>d) as expressly authorised, permitted or required to be given by or under any Act or law (e.g. Chapter 16A); or</p> <p>e) with the written consent of the person who provided the information</p>
<p><b>Records of preschool staff</b></p>	<p>The following current information will be kept in the <i>Staff Folder</i> in the Preschool Office:</p> <ul style="list-style-type: none"> <li>• staff qualifications</li> <li>• NSW Education Standards Authority (NESA) accreditation status</li> <li>• child protection training</li> <li>• first aid training</li> <li>• Anaphylaxis training</li> <li>• Asthma training</li> <li>• Current Performance and Development Plans and professional learning records</li> <li>• copy of each educator's working with children check clearance.</li> </ul>
<p><b>Records and information to be displayed in the preschool for families to access</b></p>	<ul style="list-style-type: none"> <li>• Preschool philosophy</li> <li>• Family information/orientation booklet</li> <li>• Full set of preschool procedures</li> <li>• QIP- full document, plus copies of a summary</li> <li>• Information about EYLF and the NQS</li> <li>• Staff roster</li> <li>• Up-to-date information related to any changes to staff on any one day</li> <li>• Notice informing of an infectious disease (when required)</li> <li>• Information about the approved provider and the roles the principal assumes</li> <li>• Information related to the service approval, and who complaints can be made to</li> <li>• Daily timetable</li> <li>• Preschool program- both intended and retrospective</li> <li>• Records about each child's learning</li> <li>• Emergency evacuation information</li> <li>• Preschool emergency contact numbers</li> <li>• An up-to-date record of visitors to the preschool.</li> </ul>

**Implementing  
the child safe  
standards**

Management processes and systems that support the implementation of the child safe standards include:

- The preschool makes a public commitment to child safety, for example, in the philosophy, family information booklet or newsletter.
- The preschool culture is one of child safety, with children's health, safety and wellbeing prioritised.
- Self-assessment and quality improvement processes examine and evaluate the implementation of the child safe standards.
- Risk assessment plans are conducted and implemented to prevent and respond to possible risks to child safety.
- Locally developed procedures describe processes that maintain child safety. The review of these procedures considers them from a child safety perspective.
- Opportunities are provided for parents to share their feedback and have input into preschool decisions, particularly the review of local procedures and the philosophy.
- Parents are informed of the actions the preschools takes to ensure child safety.
- parents are provided with information about child safety, including how they can report a child protection concern.
- All staff are responsive to children, listening to what they say, believing them and acting on any concerns they have.
- Staff provide opportunities for children to share their opinions and contribute to decisions that affect them, enabling them to then be able to confidently 'speak up' to raise a concern, if needed.
- All staff are supported to fulfil their legal obligation as a mandatory reporter through annual training and opportunities to discuss concerns at team meetings.
- Complaints are handled in a child-focussed manner and as outlined in the department's Complaint Handling policy.



	<ul style="list-style-type: none"> <li>The preschool’s supervision plan describes how higher risk times of the day and activities are more closely supervised.</li> </ul>
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### Record of procedure’s review

<b>Date of review</b>	5 July 2024
<b>Who was involved</b>	Sharna Labbe, Deana Talevska, Alex Arancibia, May Meesorn-iam
<b>Key changes made and reason why</b>	Nil
<b>Record of communication of significant changes to relevant stakeholders</b>	<p>Principal: 5 July 2024</p> <p>Staff: 23 July 2024 – Weekly staff meeting</p> <p>Parents: 24 July 2024 – website and community procedure folder updated – message sent via Story Park</p> <p>Please note, parents must be notified at least 14 days prior to a change that may have a significant impact on their service’s provision of education and care or a family’s ability to use the service.</p>