



ASHCROFT PUBLIC SCHOOL

Governance and Management of the Service

(including confidentiality of records)

Reviewed: 11/2022

To be reviewed: 2023

Associated National Quality Standards	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
7.1 7.2	Regulation 177 Regulation 181 Regulation 183	Leading and Operating Department Preschool Guidelines Leading and Managing the School Information Security Policy Code of Conduct Policy
Pre-reading and reference documents		
ACECQA Information Sheet: The role of the educational leader ACECQA Information Sheet: Educational leadership and team building National Quality Framework Information sheet: Nominated Supervisors ACECQA - record keeping		
Procedure		
This procedure relates to management of the service and confidentiality of records and the points below have been adapted from the DoE Preschool Handbook (January 2023).		
The Principal	<ul style="list-style-type: none"> • In keeping with Leading and Managing the School (PD2004/0024) “the principal occupies the pivotal position in the school and is accountable for leadership and management consistent with State legislation and the policies and priorities of the NSW Government.” • The principal has overriding responsibility for the supervision of the preschool however he/she may delegate the supervision of the preschool education program to an executive staff member. • This information is noted on the <i>Approved Provider</i> notice, along with the principal’s name and photo. This is clearly displayed in the preschool entrance. • If the principal is not on the school site, the school executive member who is relieving for him / her assumes the three roles mentioned above. • While the principal maintains responsibility for the preschool, some of the tasks of the educational leader may be performed by a preschool supervisor. • The preschool supervisor will understand that young children learn through play and the difference between preschool and school programs. He/She will have a working knowledge of the <i>Early Years Learning Framework</i> and be aware of the <i>National Quality Standard</i> and relevant legislation that applies to the preschool, for example, the <i>Education and Care Services National Regulations</i>. 	
Nominated	<ul style="list-style-type: none"> • The Nominated Supervisor requires knowledge of the Education and 	

Supervisor	<p>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.</p> <ul style="list-style-type: none"> • Under the regulations the Nominated Supervisor position is able to be designated as a 'class of person'. In Departmental preschools this designation is the principal. When the principal is absent the person relieving for them, automatically assumes the role of Nominated Supervisor. • Information on the Nominated Supervisor, Educational Leader and Responsible person will be displayed prominently in the preschool foyer, on the template provided by Early Learning.
Educational Leader	<ul style="list-style-type: none"> • The Educational Leader is a suitably qualified and experienced person who leads the development and implementation of the educational program. • The principal as leader of the school is the preschool Educational Leader. The principal may choose another member of staff, for example the supervisor of the preschool, to support this role.
Responsible person in charge	<ul style="list-style-type: none"> • This role is also assigned to the principal. Its purpose is to ensure that there is always a responsible person on the school premises who is in charge of the preschool.
Preschool Educators	<ul style="list-style-type: none"> • The preschool educators are responsible for working with leadership to ensure: <ul style="list-style-type: none"> - all staff in the preschool and daily practices comply with this procedure - storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers - being actively involved in the review of this procedure, as required, or at least annually - ensuring the details of this procedure's review are documented. • The following information will be displayed in the preschool foyer or family room for families to readily access; <ul style="list-style-type: none"> - Preschool philosophy - Preschool handbook - Preschool procedures - QIP - Information about EYLF and the NQS - Staff roster daily - Notice stating a child/ren is enrolled who is at risk of anaphylaxis, and their trigger foods (when relevant) - Notice informing of an infectious disease (when relevant) - General information about the preschool program
Staff folder	<ul style="list-style-type: none"> • A staff folder will be stored in the preschool office, containing the following information about current, regular staff members; <ul style="list-style-type: none"> - Early Childhood qualifications - Evidence of child protection and Code of Conduct training - Evidence of completed first aid, anaphylaxis and asthma training - Working with children check letter and proof of department verification of this
Records about children	<ul style="list-style-type: none"> • 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 and from additional information forms used by preschools. Records which contain personal information about a child are to be considered confidential. In

	<p>addition, information such as the names and addresses of people authorised to collect children, needs to be kept in the preschool.</p> <ul style="list-style-type: none"> - In order to deliver quality programs to all children enrolled in departmental preschools, it is necessary to obtain a range of personal information. - It is the responsibility of the principal and preschool teacher to ensure that this information is accurate, confidential and used appropriately. - Parents from culturally and linguistically diverse backgrounds are offered interpreter assistance in obtaining this information if required. <ul style="list-style-type: none"> • <i>The preschool will keep records of:</i> <ul style="list-style-type: none"> - each child's individual program including assessments - child attendance and enrolment - information about any cultural or religious practices that need to be observed - illnesses, accidents or incidents and any action taken - medication records - health care plans - the daily arrival and departure of children - excursion consents that state the number of adults and number of children attending the excursion
<p>Operational records</p>	<p>Operational records to be kept include programs for children, visitor attendance and preschool procedures</p> <p><i>The Program</i></p> <ul style="list-style-type: none"> • Records to be kept about the program include the philosophy, structure of the day and a weekly Record • Quality Improvement Plan <p><i>Visitor attendance</i></p> <ul style="list-style-type: none"> • An up-to-date record of any visitors or volunteers to the preschool. The record must include name, signature and arrival and departure times <p><i>Staff timetable</i></p> <ul style="list-style-type: none"> • An up-to-date timetable which lets parents know of staff changes on any one day <p><i>Records in relation to preschool staff</i></p> <ul style="list-style-type: none"> • The following will be kept on the premises: <ul style="list-style-type: none"> - staff qualifications - child protection training - first aid training - Anaphylaxis training - Asthma training
<p>Retention of records</p>	<ul style="list-style-type: none"> • Records will be stored securely on the premises for three years, then in secure storage until the child reaches 25 years of age. These include: <ul style="list-style-type: none"> - records relating to personal information of each child - any health-related matters including medication forms and illness or accident records - parent authorisations for the child to attend excursions. • Records about programs for children, daily attendance, developmental records and daily routine are to be kept for 3 years after the record is made. • Regulation 183 of the Education and Care Services National Regulation (2011) outlines further information about the storage of records. All other records are kept in line with departmental policy.

Access to records	<ul style="list-style-type: none"> • Any record which contains personal information about a child will be considered confidential and kept in a locked filing cabinet. The preschool teacher will have access to each child's individual record. • Parents will have access to their own child's records on request to the teacher. • The approved provider of an education and care service must ensure that information kept in a record under these Regulations is not divulged or communicated, directly or indirectly, to another person other than: <ul style="list-style-type: none"> 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 of information kept in a staff record; or c) the Regulatory Authority or an authorised officer; or d) as expressly authorised, permitted or required to be given by or under any Act or law; or e) with the written consent of the person who provided the information. • Certain information be kept in a place that is easily accessed by all preschool staff, for example: <ul style="list-style-type: none"> - consent for the child to be collected by someone other than the parent - individual health care plans for children who require support at school with medication or health care procedures.
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Record of procedure's review	
Date of review and who was involved	
03/11/2022	Karen Ali, Sarah Philp, Shayla Rash
Key changes made and reason/s why	
Sections created to make procedure clearer to follow	
Record of communication of significant changes to relevant stakeholders	
Procedure displayed in preschool foyer and communicated to staff at staff meeting.	

Copy and paste a new table to record each occasion the procedure is reviewed.