



Governance and Management of the Service

Reviewed: 20/08/2021 Next Review: Term 3 2022

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| Education and care services regulation/s | <ul style="list-style-type: none"> • Regulation 168(2)(1) Education and care service must have policies/procedures • Regulation 177 Prescribed enrolment and other documents to be kept by the approved provider • Regulation 181 Confidentiality of records kept by approved provider • Regulation 183 Storage of records and other documents |
| NSW Department of Education policy, procedure or guidelines | <p>The following department policies and relevant documents can be accessed from the preschool section of the department's website;</p> <ul style="list-style-type: none"> • Leading and Managing the School Policy PD/2004/0024/V01 • Information Security Policy - includes the Information Security Policy Guideline (PDF 245.49KB) • Advice 16 – Applying Appropriate Security to Records: What should and should not be regarded as “confidential” records? (DOC 110KB) (Staff only) • Code of conduct Policy PD/2004/0020/V06 – Includes the Code of conduct procedures (PDF 840.95KB) implementation document • Information Protection Principles |
| National Quality Standard(s) | <p>6.1.1: Engagement with the service Families are supported from enrolment to be involved in the service and contribute to service decisions.</p> <p>7.1.2: Management Systems Systems are in place to manage risk and enable the effective management and operation of a quality service.</p> <p>7.1.3: Roles and responsibilities Roles and responsibilities are clearly defined, and understood, and support effective decision making and operation of the service.</p> <p>7.2.2: Educational leadership The educational leader is supported and leads the development and implementation of the educational program and assessment and planning cycle.</p> |
| Leading and operating department preschool guidelines | <p>Leading and operating department preschool guidelines pages 81, 82, 93, 97</p> |
| School policy or procedure | |

This procedure relates to;

- a) Management of the service; and
- b) Confidentiality of records.

The Principal

- 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.
- The Principal holds the roles of Nominated Supervisor, Educational Leader, and Responsible Person in Charge. This information is displayed in the preschool entrance, along with the Principal's name and photo.
- When the Principal is off the school site, the school executive member who is relieving for him/her assumes the roles of nominated supervisor, educational leader and responsible person in charge.

Supervisor of the Preschool

- Members of the school executive have responsibilities and duties determined by the Principal, for the management of staff and the development, implementation and evaluation of school policies and programs.
- To support and advise the preschool staff the supervisor of the preschool needs to understand how young children learn through play and the difference between preschool and school programs.
- It is expected that the supervisor has a working knowledge of the *Early Years Learning Framework* which is the curriculum framework for all children's services across Australia including departmental preschools.
- The supervisor should also be aware of the *National Quality Standards* and relevant legislation that applies to the preschool, for example, the *Education and Care Services National Regulations*.

Nominated Supervisor

- The National Law requires all children's services to have a Nominated Supervisor.
- The Nominated Supervisor requires 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.
- 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 becomes the Nominated Supervisor.
- The Nominated Supervisor is not required to be in attendance at the preschool at all times.
- Information on the Nominated Supervisor needs to be displayed in a prominent position in the preschool (Regulation 173)

Educational Leader

- 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 the development and implementation of the educational program.
- The Principal as leader of the school will be the Educational Leader.
- The Principal may choose another member of staff, for example the supervisor of the preschool, to support this role.
- Details of the Educational Leader also need to be displayed in a prominent position in the preschool.

Responsible Person in Charge

- 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.

- When the Principal is absent the preschool staff should be notified of the name of the person replacing the Principal.
- Supervision arrangements for teachers and support staff in preschools are consistent with those in the rest of the school. However, under the Education and Care Services National Regulations the supervisors of the preschool are known as nominated supervisors. Each departmental preschool has one nominated supervisor which is the principal of the school. If the Principal is absent the executive replacing the Principal becomes the nominated supervisor.

CONFIDENTIALITY OF RECORDS

Introduction

Our preschool recognises and respects the importance of privacy and confidentiality as an individual right and a basis for building partnerships. This policy has been developed with regard to the *Information Protection Principles (IPPs) (2003)* and pursues the highest standard in the protection and preservation of privacy and confidentiality.

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 should be offered interpreter assistance in obtaining this information if required.

Our Aim

Maintain private and confidential files for educators and staff, children and their families. We will develop systems for the appropriate use, storage and disposal of records. Ensure the information in these files is used only for the education and care of the child enrolled in the service, and only shared with relevant or authorised people as defined within authorisations of the *Education and Care Services National Regulations 2011*.

Records about Children

Upon enrolment to the Preschool the following records are collected:

- Enrolment form
- General authorisation form
- Immunisation statement
- Identification of the child - birth certificate or passport
- Proof of residency/address
- Authorisation to collect child
- Out of area request
- Health care plan
- Pension or health care card
- Records of any learning or developmental diagnosis

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 addition, information such as the names and addresses of people authorised to collect children, needs to be kept in the preschool.

The preschool will keep records of:

- 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 forms and 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

Operational Records

Operational records to be kept include programs for children, visitor attendance and preschool policies.

The Program

- Records to be kept about the program include the philosophy, structure of the day and a weekly Record
- Quality Improvement Plan

Visitor and staff attendance

- An up-to-date record of any visitors or volunteers to the preschool. The record must include name, signature, and arrival and departure times of the visitor or volunteer. This information is recorded on the Record of preschool visitors and volunteers form.
- An up-to-date record of any staff that are working directly with the children. The record must include the name, signature, and arrival and departure times of the staff member. This information is recorded on the Record of staff working directly with the children form.

Staff roster

- An up-to-date timetable which lets parents know of staff changes on any one day

Records in relation to preschool staff

The following will be kept on the premises:

- staff qualifications
- child protection training
- first aid training
- Anaphylaxis training
- Asthma training

Retention of Records

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:

- 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

Any record which contains personal information about a child will be considered confidential and kept in a locked store room. 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:

- to the extent necessary for the education and care or medical treatment of the child to whom the information relates; or
- a parent of the child to whom the information relates, except in the case of information kept in a staff record; or
- the Regulatory Authority or an authorised officer; or
- as expressly authorised, permitted or required to be given by or under any Act or law; or
- with the written consent of the person who provided the information.

Certain information is to be kept in a place that is easily accessed by all preschool staff, for example:

- 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.

All information is kept in areas where only staff are permitted such as the preschool office, kitchen or laundry. If a visitor accesses these areas they are accompanied by a staff member in order to maintain confidentiality.

Implementation:

For the preschool to be able to meet the needs of each child, family, educator and staff member information must be collected and maintained. The Nominated Supervisor will provide families with details on the collection of personal information as requested.

This information will include:

- The types of information collected by the centre;
- The purpose of collecting information;
- What types of information will be disclosed to the public or other agencies; and when and why disclosure may occur;
- How information is stored at the service;
- Who has access to the information;
- The right of the individual to view their personal information;
- The length of time information needs to be archived;
- How information is disposed of.

The Nominated Supervisor will ensure information provided by families and staff is only used for the purpose it was collected for. Personnel forms and employee information will be stored securely.

Storage of Information

The Nominated Supervisor will ensure that all personal information is stored securely reducing the chance of unauthorised access, use or disclosure.

Individuals will be allowed access to their personal information when they request it. Authorised persons may request to view any information kept on their child.

Information may be denied under the following conditions:

- Access to information could compromise the privacy of another individual;
- The request for information is frivolous or vexatious;
- The information relates to legal issues, or there are legal reasons not to divulge the information such as in cases of custody and legal guardianship