

Oak Flats Public School Preschool

Governance and management procedure



(including confidentiality of records)

Associated National Quality Standards	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
<p>6 Collaborative partnerships with families and communities</p> <p>6.1.Supportive relationships with families</p> <p>7 Governance and leadership</p> <p>7.1 Governance</p> <p>7.2 Leadership</p>	<p>Regulation 168 Education and care service must have policies and procedures</p> <p>Regulation 177 Prescribed enrolment and other documents to be kept by approved provider</p> <p>Regulation 181 Confidentiality of records kept by approved provider</p> <p>Regulation 183 Storage of records and other documents</p>	<p>Leading and Operating Department Preschool Guidelines</p> <p>Leading and Managing the School</p> <p>Information Security Policy</p> <p>Code of Conduct Policy</p>
Pre-reading and reference documents		
<p>ACECQA Information Sheet: The role of the educational leader</p> <p>ACECQA Information Sheet: Educational leadership and team building</p> <p>National Quality Framework Information sheet: Nominated Supervisors</p> <p>ACECQA - record keeping</p>		

Related preschool procedures

- Acceptance and refusal of authorisations
- Enrolment and orientation
- Staffing

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.

Staff roles and responsibilities

School principal

The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool.

The principal is responsible for ensuring:

- the preschool is compliant with legislative standards related to this procedure at all times
- all staff involved in the preschool are familiar with and implement this procedure
- all procedures are current and reviewed as part of a continuous cycle of self- assessment.

Preschool supervisor	<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 includes:</p> <ul style="list-style-type: none">● analysing complaints, incidents or issues and what the implications are for the updates to this procedure● reflecting on how this procedure is informed by relevant recognised authorities● planning and discussing ways to engage with families and communities, including how changes are communicated● developing strategies to induct all staff when procedures are updated to ensure practice is embedded.
Preschool educators	<p>The preschool educators are responsible for working with leadership to ensure:</p> <ul style="list-style-type: none">● all staff in the preschool and daily practices comply with this procedure. This includes all staff; casuals, lunch cover, volunteers and anyone else who works in the preschool.● 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.
Procedure	

Governance

- The *Approved Provider* of all department preschools is the *NSW Department of Education*.
- The school principal has overriding responsibility for the supervision of the preschool and holds three roles in relation to it:
 - Nominated Supervisor
 - Educational Leader
 - Responsible Person
- This information is noted on the *Approved Provider* 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.

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.

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.

Preschool Supervisor

- 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.

**Confidentiality
and retention
of records**

- Any record which contains personal information about a child is considered confidential and kept secure. Children's records are kept in the strongroom in the school's administration building. All records are kept in line with departmental policy.
- The preschool keeps detailed and current records for each individual child attending the preschool. Information regarding consent for the child to be collected by someone other than the parent and individual health care plans for children who require support at school with medication or health care procedures is to be kept in a place that is easily accessed by all preschool staff.
- The preschool will keep records of:
 - the names and addresses of people authorised to collect children
 - 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
- The preschool teacher has access to each child's individual record, as well as their parent or carer on request.
- Detailed and current records are maintained for each individual child attending the preschool. Much of this information is obtained from the *Application to enrol in a NSW Government preschool*.
- Records are stored securely and confidentially on the school site for three years after the child last attended preschool. These records include:
 - participation in the educational program
 - assessments of learning
 - enrolment and attendance information
 - daily arrival and departure register

- information about any cultural or religious practices that need to be observed
- records of the administration of first aid or medication
- health care plans
- acceptance or refusal of authorisations not collected in the enrolment form (application of sunscreen, consent to attend an excursion, etc.)
- Completed *Incident, injury, trauma and illness records* are stored securely until the child is 25 years old.
- The department requires education programs be retained by the school for seven years.
- The above documentation is stored in a box in the strongroom in the school's administration building.
- Personnel forms and employee information will be stored securely. The following records in relation to preschool staff are kept on the preschool premises:
 - staff qualifications
 - child protection training
 - first aid training
 - Anaphylaxis training
 - Asthma training
- 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

Operational Records

- Records to be kept about the program include the philosophy, structure of the day, weekly record and Quality Improvement Plan.
- 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.
- An up-to-date timetable which lets parents know of staff changes on any one day.
- 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.
- The Nominated Supervisor will ensure information provided by families and staff is only used for the purpose it was collected for.
- 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

	<p>may request to view any information kept on their child.</p> <ul style="list-style-type: none"> ● Information may be denied under the following conditions: <ul style="list-style-type: none"> ● 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.
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Record of procedure's review
Date of review and who was involved
23/09/2022 Sarah Beesley
Key changes made and reason/s why
Annual update Align with department's new template
Record of communication of significant changes to relevant stakeholders
Sent to Principal for review 21/09/22 Posted on Kinderloop for parent and community input 26/09/22

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