**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 |
| 7.1  7.2 | Regulation [177](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap4/part4.7/div3/subDiv2/reg177)  Regulation [181](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap4/part4.7/div3/subDiv4/reg181)  Regulation [183](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap4/part4.7/div3/subDiv4/reg183) | [Leading and Operating Department Preschool Guidelines](https://schoolsequella.det.nsw.edu.au/file/a240a1ff-d3e3-4883-92b4-a3591f4e12d7/1/leading-and-operating-department-preschool-guidelines.pdf)  [Leading and Managing the School](https://education.nsw.gov.au/policy-library/policies/leading-and-managing-the-school?refid=285776)  [Information Security Policy](https://education.nsw.gov.au/policy-library/policies/information-security-policy?refid=285851)  [Code of Conduct Policy](https://education.nsw.gov.au/policy-library/policies/code-of-conduct-policy) |
| **Pre-reading and reference documents** | | |
| [ACECQA Information Sheet: The role of the educational leader](https://www.acecqa.gov.au/sites/default/files/2019-05/QA7_TheRoleOfTheEducationalLeader.pdf)  [ACECQA Information Sheet: Educational leadership and team building](https://www.acecqa.gov.au/resources/supporting-materials/infosheet)  [National Quality Framework Information sheet: Nominated Supervisors](https://www.acecqa.gov.au/sites/default/files/2018-03/InformationSheetNominatedSupervisor.pdf)  [ACECQA - record keeping](https://www.acecqa.gov.au/sites/default/files/acecqa/files/NQF/Record_keeping_A4.pdf) | | |
| **Staff roles and responsibilities** | | |
| **School principal**  These tasks may be delegated to other members of the preschool team, but responsibility sits with the 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** | 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. | |
| **Preschool educators** | The preschool educators are responsible for working with leadership to ensure:   * 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. | |
| **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. | |
| **Confidentiality and retention of records** | * Any record which contains personal information about a child is considered confidential and kept secure. The children’s records are kept in a lockable filing cabinet in the secure office. * 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 preschool or 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.)   Mandatory long-term records are maintained in a securely locked cupboard, in the community room.   * 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. | |

| Record of procedure’s review |
| --- |
| **Date of review and who was involved** |
| 4/11/2022, Emily Roalfe, |
| **Key changes made and reason/s why** |
| Update from old template to new template. Minor changes as needed. |
| **Record of communication of significant changes to relevant stakeholders** |
| Communicated with core staff 4/11/2022 with printed policy to review in detail.  Families informed using storypark platform, printed copy on sign on table. |

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