### Preschool acceptance and refusal of authorisations procedure

| Associated National Quality Standard | Education and Care Services National Law or Regulation | Associated department policy, procedure or guideline |
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| 7.1 | [Regulation 92](https://www.legislation.nsw.gov.au/view/html/inforce/current/sl-2011-0653#sec.92)[Regulation 93](https://www.legislation.nsw.gov.au/view/html/inforce/current/sl-2011-0653#sec.93)Regulation [99](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap4/part4.2/div6/reg99)Regulation [102](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap4/part4.2/div6/reg102)Regulation [161](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap4/part4.7/div1/subDiv1/reg161) | [Leading and operating department preschool guidelines](https://education.nsw.gov.au/teaching-and-learning/curriculum/early-learning/department-preschools) [Preschool- Obtaining parent’s authorisation and consent](https://schoolsequella.det.nsw.edu.au/file/e2661b06-8d94-45f5-bf91-749e6e5a71c4/1/preschool-obtaining-parent%27s-authorisation-and-consent.pdf) |
| **Pre-reading and reference documents** |
| [Application to enrol in a NSW Government Preschool](https://education.nsw.gov.au/public-schools/going-to-a-public-school/translated-documents/enrolment-application-preschool) |
| **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.
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| **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.
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| **Procedure** |
| **Collecting authorisations**  | * The *Application to enrol in an NSW Government preschool* (preschool enrolment form) collects parent / carer acceptance or refusal of authorisations and consent for the following circumstances:
	+ illness, accident and emergency treatment
	+ transportation in a medical emergency
	+ permission to publish (information about the child)
	+ permission for the child to use online services (the internet)
	+ consent to seek information from other organisations or government departments about the child based on information provided in Section A of the enrolment form related to learning and support needs, special needs, health conditions, required risk assessments and children’s needs noted within the application from other prior to school services, organisations or NSW Government departments.
* Parents / carers are recorded in the preschool enrolment form nominees they authorise to:
	+ collect their child from preschool (authorised collectors)
	+ consent to medical treatment and authorise the administration of medication for their child
* The preschool enrolment form does not collect the following authorisations and they are collected separately, when applicable:
	+ application by an adult of sunscreen or insect repellent to a child
	+ administration of medication
	+ authorisation to leave the preschool premises for a regular outing or an excursion
	+ authorisation to transport children (other than on an excursion).
	+ for nominees to authorise for preschool to transport or arrange transportation of their child.

These are provided by the SAO/ lead teacher to families once enrolment is confirmed. This is generally included in the welcome pack.  |
| Communication and application of authorisations and refusals | * Authorisation and authorised collector information is extracted from the enrolment forms and summarised for each preschool class.
* This summary clearly indicates any authorisation refusals, and who each child’s authorised collectors are.
* The summary is communicated to all preschool staff and stored in a secure, accessible location within the preschool. An emergency contact folder is discreetly available for staff next to the front door. General authorisations are currently summarised by our School administrative officer (SAO) Sharon Burston and made available on the faculty drive for educators to access at any time.
* Relieving and casual staff and volunteers are made aware of any authorisation refusals and each child’s authorised collectors. This information is provided during induction and is available in the casual relief folder.
* All staff refer to this information to ensure any authorisation refusals are complied with and that a child only leaves the preschool I the care of a parent or one of their authorised collectors.
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| Changes to authorisations  | * A parent or carer may choose to change their authorisations or their child’s authorised collectors. When authorisations change, families notify educators either in person or via phone. Families are provided with a change of details form to complete.
* If changes are notified:
	+ they are recorded in the preschool enrolment form. These are added to the enrolment file with the collections of children form and amended in by the SAO or lead teacher accordingly.
* preschool records are updated accordingly by the SAO or lead teacher
* preschool staff are told of the change during weekly communication and reflection meetings
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| Record of procedure’s review |
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| **Date of review and who was involved** |
| 15/6/2022, Emily Roalfe and Sharon Burston  |
| **Key changes made and reason/s why** |
| Updated to new template with amendments as needed.  |
| **Record of communication of significant changes to relevant stakeholders** |
| Communicated to staff and families and displayed weeks 8-10.  |

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